Budget Development System, Version 8.x

User Training Manual

Last Revised:

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1. General Overview

The purpose of the Budget Development System (BDS) is to allow the Maricopa Community Colleges to develop its budget(s) for future fiscal years. BDS is strictly a budget development system; therefore, it is never used to update the current year budget in any way. Current year changes occur exclusively in the accounting system, College Financial System (CFS). CFS is a separate information system, although interfaces exist between the two systems.

This document describes the steps necessary for most users to navigate through BDS. BDS has been developed using People Tools. BDS has been developed with numerous functionalities including transaction history and the ability to view totals for budget dollars, actuals from CFS, and FTE information both on screen and in reports. Note that actual data for the current year is as of the previous night.

Note that a separate District Budget Office (DBO) Training Manual exists that includes instructions on using processes that apply global changes to budget lines. Examples of global changes include meet and confer (salary increases) estimating, actual updating of positions in BDS for meet and confer, copying and rollover of the budget, feed of the annual budget to CFS, feed of current and prior year budget and actual information from CFS to BDS.

Both manuals include instructions on items included under the Setup Menu in BDS. While only District Budget Office staff with a DBO manager security profile can use these setup processes; all BDS users can view the information. Therefore, information is included in both manuals.

<u>The Frequently Asked Questions section of this manual summarizes how to secure access, have questions answered, report problems and suggest enhancements.</u>

2. Overview: How Budgets are Updated in BDS

Budget development update access occurs over the course of a year on a periodic basis. Budgets are sorted and stored in BDS by fiscal year and by versions for a fiscal year. Versions are saved when access ends. When update access resumes, this occurs in the Main version. **<u>Note that budget development always occurs in the Main version for the next fiscal year</u>**.

The District has both a <u>revenue budget</u> (to record resources that come to the District such as property taxes, tuition and fees and State Aid) and an <u>expenditure budget</u> (to record the uses of resources). Both revenues and expenditures are budgeted in BDS and the two <u>must</u> balance.

The District budgets its resources through a Chart of Accounts established several years ago when the District transitioned its accounting system to Oracle Government Financials (OGF). OGF has been upgraded to a new web-based version that is called College Financial System (CFS). The chart of account remains the same as OGF. In BDS, the budget is structured in a hierarchical fashion as follows:

Fund

Unit

Division*

Charge Center**

Project***

Object code

*Technically, this is an attribute of charge center. It is not widely used. Mostly it is used to group District Office accounts by Vice Chancellor/Chancellor/Governing Board Offices. It also is used to group Fund 2 accounts in all units.

**Many people also refer to Charge center as an account.

***Project primarily is used in the Fund 7xx (capital or Plant Fund) budget

Note that the depiction above is not a literal or precise explanation of the Chart of Accounts. It is meant to acquaint persons who are newly charged with budget responsibilities with terms that they need to know to carry out their responsibilities.

Note that in object codes that relate to positions, budgeting in BDS occurs at the position level. Object code totals represent the sum of dollars that are associated with individual positions. Similarly, BDS contains functionality to budget individual lines within all objects codes, even those that record revenues or non-personnel expenditures.

In summary, **all budget development occurs at the position or line level in the Main version for the future fiscal year.**

Some definitions follow:

Fund is a grouping of revenues and expenditures with particular restrictions or uses. The District budget includes using numerous funds. These funds can sum together to form Fund groups. This includes Fund groups 1xx (General Fund, also known as the Current Unrestricted Fund or Fund 1; the main operating budget), 2xx (Auxiliary Fund, also known as Fund 2; a second operating fund); Fund 3xx (Restricted Fund or Fund 3; the third operating budget fund) and Fund 7xx (Plant Fund, also known as Fund 7; the capital budget fund).

Unit is a major organizational entity, such as a college, center or the District Office.

Division is a grouping of accounts (charge centers) that fall under a particular position's responsibility or a particular functional area. Divisions are primarily used at the District Office to link accounts that are the responsibility of each of the Vice Chancellors. They also are used in Fund 2xx. Because Division is an attribute of charge center, and charge centers may be used by multiple units, units generally do not have discretion to change the divisional assignment of charge centers once they are in use by multiple units.

Charge Center (account) is a series of discrete revenues and/or expenditures that reflect the resources from or for a particular work unit or activity. Many offices have their own charge center; however, in some cases, several offices are funded in one charge center. Expenditure charge centers also are assigned a single Function attribute, which classifies the type of activity to be funded from the account, per accounting standards (e.g., Instruction, Administration, Public Service, and so on).

Object code records specific types of revenue or expenditure. For example, salaries have a particular object code, so does each type of benefit, etc. Each type of revenue also is budgeted in separate object codes.

Budget development always occurs at the lowest level of detail - object codes and positions. Each entry represents a line in the budget in an object code that is budgeted in a charge center of a unit. These lines sum together to provide totals for object codes, which sum together to provide totals for accounts (charge centers), which sum together as a total budget for a unit, and then a grand total for the District.

3. Frequently Asked Questions

Questions about functionality?

Call staff in the Budget Office (**all 480-731-xxxx: 8515, 8582, 8514, or 8512**). At some point, we may refer questions to the District Help Desk, but for the immediate future, please call the Budget Office.

Run into a bug or program error?

Email or call Lulut Clow at the District Budget Office at lulut.clow@domail.maricopa.edu or (480)731-8515.

There may be some confusion about whether something is a bug or just uncertainty about how to do something. If you call the Budget Office and it turns out to be a bug, we will need you to contact the Help Desk. The reverse situation also applies.

Proposing an Enhancement?

Email or call Lulut Clow at the District Budget Office at lulut.clow@domail.maricopa.edu or (480)731-8515.

Need security access or a modification to access to BDS?

Email Lulut Clow. Include the following: name of person needing access; reason access is needed, view only or update access; if update access, which units or divisions.

BDS version 8.x is web-based and thus accessible through the WEB. Once the security access is awarded, user can simply book mark the URL for future use.

Note that BDS 8.x is supported only for Internet Explorer, version 5.5 or higher.

4. How do I access BDS help online?

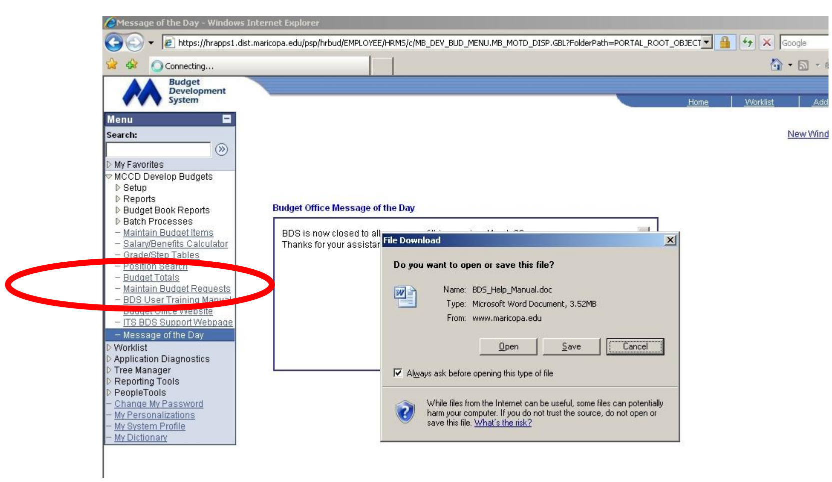
HELP in BDS consists of accessing the information contained in the BDS User Manual. This document can be found for printing or viewing through your browser (MS Internet Explorer) either while working in BDS or by going to the internet address where the document resides.

<u>Access this manual while working outside BDS</u>: You can access this manual through Internet Explorer just like any other web page. Simply type the address in MS Internet Explorer's Address textbox and click Go. The address is <u>www.maricopa.edu/its/bfs/docs/BDS_Help_Manual.doc</u>.

This will bring up a version of the BDS manual that can be printed or viewed on-line. You may want to make a Favorite of this address if you think you will need to come back often.

<u>Access this manual while working inside BDS:</u> This manual can be accessed for viewing or printing while working inside the BDS application itself. The steps to accessing the manual are as follows:

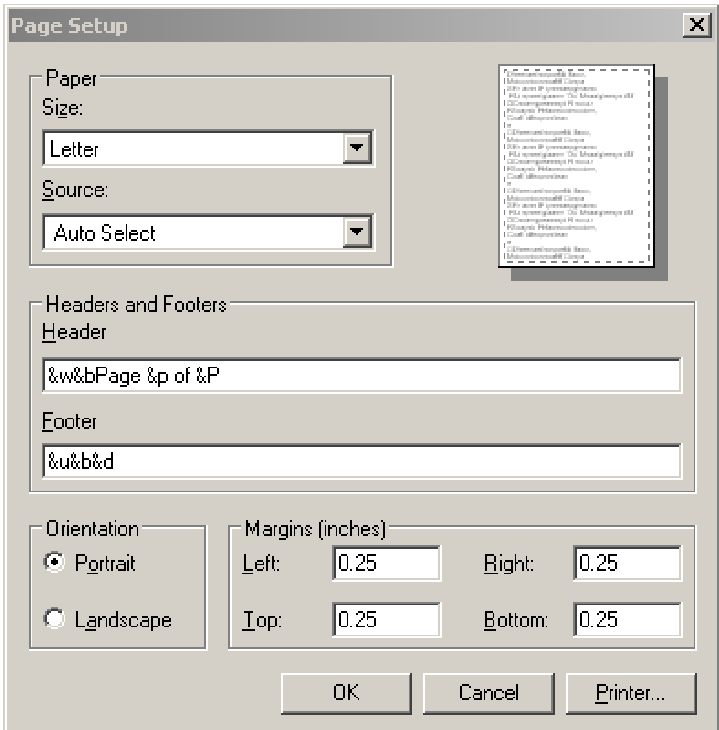
1. Log into BDS
2. Expand the MCCD Develop Budgets menu item
3. Click on the BDS User Training Manual link



How do I print BDS screens online?

You can print BDS screens by clicking the printer icon on your Internet Explorer. To have a useful print screen from BDS, first you need to revise the page set up on your Internet Explorer. Once you change the Page Set Up, you do not need to do it again. To change Page Setup, follow the following procedures:

- ✓ From your Internet Explorer page, Click **F**ile, **P**age **S**etup.
- ✓ Change the page margins to .25" on all sides.
- ✓ Change the Footer to something more descriptive like "BDS Screen print".
- ✓ Press OK



5. Hints and Rules to Budget By

General Hints about Developing Budgets in BDS

1. ***Budget development by college or District Office division users occurs using:***

Which Year?	The **next fiscal year** (e.g., if the current year is FY06-07, the development year in BDS is FY07-08)
Which Version?	Remember: the **Main version.** All other versions generally are view only, for informational and historical purposes.
When?	Budget development occurs at periodic intervals. Version security is set to read-only when development is permitted. **All users can view all versions and all information at all times.**
Which Menu Items?	The **Use, Maintain Budget Items, Maintain Items** menu is used to develop and modify budgets at the individual line item level (submenu items include *update, add, drop, move, and offset).*

Base Budget? If there is a base budget that you are required to balance to, you can see the base budget and the variance from the projected budget for your unit (or division) in the upper right side in the **Use, Maintain items, Line Item List** panel.

2. ***Remember to SAVE your changes if you want to make the changes.*** Unit and account totals on the Maintain Items, Line Item list and Object totals screens update automatically but you must save to update the Transactions panel and the Totals inquiry screen and to permanently add your changes. The Move Item transaction performs a Save automatically prior to executing the requested Move, and again after the Move completes.

3. ***Made a mistake or decided not to do something?*** If you do not want to proceed with your changes, simply click on 

. The system will prompt you to save your transaction, choose no. If you have saved, you will need to drop, move or update the item to make your correction. If you have started a Position Update, which you want to undo and have not yet clicked SAVE, you can click on the DROP button to undo your changes and restore the position to its initial values.

4. ***Error messages?***

   - The system provides many error messages, which point out problems with entered data and how to fix such problems. In most cases, once the problem is fixed, you can proceed with your transaction, SAVE, and continue normally. However, when you encounter an error message that seems more severe and is not just a recommendation to alter your input, please jot down the text of the error message. After you press the OK button in the error message box, do a screen dump/print* to screen (to a file or printer) of the panel itself to show what the data on the panel looked like when the error came up. At this point your attempts to save or continue working may be met with a message that "*an error has occurred which requires this panel to be cancelled".* At this point, you will have to use the red "X" icon to cancel the panel in order to proceed.

   - One way to screen print is to first press the Control and Print Screen keys or the Alt and Print Screen keys. It will look like nothing is happening but if you go into a word document or an email message and press Paste, your print will be there. BDS screens generally are too large to view all at once in an email, so it generally is better to paste to a word document and then attach the word document to an email to programming staff.

   - If this occurs, save the details of the message and send the Help Desk an email, with a copy to Lulut Clow. Please outline what you were trying to do, the account code and budget line item number (and position information if pertinent) and the text of the error message. If you were able to make a screen snapshot, save it so you can fax it to the programming staff if they decide it would be helpful. Saving it in a file for emailing is another good approach.

   - If you cancel out and return to the same account, you may be able to proceed with your work. However, if you continue to try to do something that system does not allow or you have found a bug, you will continue to get error messages.

Hints about doing Lookups and Field Searches

There are some conventions for looking up field values that can be helpful when searching for information such as position titles, employee names, and other text fields with many possible values. Normally, clicking on  or  , which appear at the right end of many input fields, will tell the system to return a list of "all possible values". These searches ignore any text or partial value you may have already entered in the field. However, sometimes you will get back a list of hundreds of values, and the search may fail after 300 or so entries without finding the one you want.

The “partial key search” is the solution. Enter the first couple letters of the value you seek, and be sure to honor the exact capitalization (for example, if you are trying to find a job title for faculty of “English as a Second Language”, enter “Eng” and not “eng” or “ENG”). Then click on the “Search” button to trigger the search.

Hints about Updating, Adding and Dropping Positions

Access the Position Maintenance panel via “MCCD Develop Budgets, Maintain Budget Items”. Scroll to the position you want to change and click on the “Update” button in the upper left area of the panel. You will see many of the fields change from a view-only color of “grey” to a white background where input is allowed.

5. ***Social Security Numbers:*** Social security numbers are generally unavailable to most BDS users. For privacy reasons, MCCCD legal counsel advised against inclusion. Searches can instead be conducted on names, MCCCD employee IDs, position numbers and titles.

6. ***Updating positions for Employee ID:*** New positions are added each budget year and existing positions are vacated and filled. To update any position to accurately, identify the incumbent’s Employee ID, enter the first few letters of their last name in the Name field and click on . Be sure to capitalize it properly, this search is case-sensitive. This will access PeopleSoft HR tables. Scroll to the name of the person you seek and click on the name. Then be sure to TAB past the name, which will fill in the Employee ID automatically.

7. ***Split coding positions:*** To split code a position, ALWAYS use the % distribution field on the Maintain Items panel. NEVER reduce FTE. Benefits will not calculate as accurately as possible if FTE is reduced. The system will calculate the “Budgeted FTE” automatically based on the percentage you enter, the HR FTE, the calendar, and the employee class.

8. ***Position salaries in between steps?*** For positions that are in between steps in a grade on a salary plan (e.g., faculty, MAT, PSA, etc.) ALWAYS use step 24. Enter a Contract Amount manually. Proper coding is critical if positions are to be updated accurately in the meet and confer process

9. ***Redlined positions?*** For positions that are redlined (above the top step in a grade in a salary plan), ALWAYS use Step 25 and enter a Contract Amount.

10. ***Grade 999?*** For specially funded FTE or non-grid salaried positions with FTE such as Early Retirees or Athletic Specialists, ALWAYS use grade 999. The system will set you to Step 1 and open up the Contract Amount field for you to enter a specific dollar amount manually.

11. ***OYOs and OSOs:*** It is possible to create OYO and OSO positions in the system. See the Use, Maintain Items, Maintain Line Items section. These will have a Budgeted FTE of zero, but allocate dollars and benefits as any other position would for better planning.

12. ***Flex Benefits for Early Retirees:*** The default is now set to $1,500. Regardless of the amount of the transaction, the system will assume a flex budget of $1,500. If you want to modify this to more accurately reflect the flex need associated with multiple positions or for an early retiree with FTE, click open the **More** panel and type in the flex amount**.**

13. ***Dropping positions*****:** Go to the budget line, click on the >> on the left end of that line. This would take you to the “Maintain Item” panel. Click on drop, log a reason, and then “Save” the transaction.

14. ***FTE with insufficient funding?*** Never create a FTE that cannot be fully supported by the salary and benefits that are required. This is not a BDS **rule**; it is just good budget practice.

15. ***Reassign, reclassify or reallocate FTE:*** To move a position between employee groups (even within the same account), first **Drop** the position, then **Add** a position in the account where it is needed. When going through the **Add** process sub panel, be sure to select the Check Box labeled **“*Use***

Employee from last Drop". A number of fields will be filled in on the new position to match the position you just dropped. This will ensure that your funding/FTE follows the position. This is the correct way to upgrade a position into a different employee group (and therefore object code).

Hints about the Move and Offset Functions

16. ***Restrictions:*** There are some restrictions on the **Move** and **Offset** functions. A primary restriction is that they are not meant for use within one account. Given restrictions, users may not always be able to use the **Move** function to reallocate funds but may need to use a combination of **Update**, **Drop, Add** and/or **Offset** to reallocate funds.

17. **Move** can transfer a position to a new account (but only to the same employee group / object code). Move can also move an entire personnel salary pool line to a new account. Move can transfer **all** or **part of** the dollars in a Fixed budget line (such as Supplies) to another account, and either add to an existing fixed line item or create a new fixed line item in the target account. Note that in all cases, the Type of line item (position, personnel pool, fixed) cannot be changed using **Move**.

18. ***Move positions between employee groups: Not*** possible. See 15 above for the proper way to accomplish this.

19. ***What does the Offset function do***? It allows two-sided transactions in one action, so that you can fund an increase by taking dollars from a reserve line in another account, or park dollars in a reserve account when you free up budget by reducing an account's budget. You can activate an Offset in two ways: click on the **Offset** button and either select from a short list of "**Pool Accounts**" that you and the District Budget Office maintain (a shortcut to often-used reserve accounts lines), or **manually** enter the complete account number and budget line item number for the budget line you want to use as your offset account line. Once you identify an offset account line, click **OK** and you will see the Offset account identified in the middle-right area of the Maintain Items panel. At this point, **when you Save**, the system will calculate the net total of your changes and adjust the designated Offset line item accordingly, either downward to fund a net increase or upward to hold a net decrease.

20. ***Turning Offset on and off?*** Once the **Offset** function is turned on, it will be in effect for as long as a user works in that account. <u>It remains in effect even after saving transactions.</u> <u>It only is turned off when the user cancels out of a panel, clicks on the "Use" tab to select a new account, or clicks the OFFSET button and selects "Clear Offset".</u> Remember: **Offset** must be activated **BEFORE YOU SAVE** for the Offset to take effect.

Hints about New Accounts and Charge Centers

21. ***What happens in BDS when a new account is opened in CFS?*** If a new account is requested, if a division or a home unit/unit relationship changes, please provide the account number and name and change to the Budget Office ASAP. BDS will NOT allow automatic use of new accounts, even if opened in CFS. They must be separately added in BDS. At some point, we hope this process is automated to eliminate this step.

22. ***What happens in BDS when new object codes are used?*** No need to ask the Budget Office to open new object codes - it is possible to use object codes that have never been used in an account before. <u>However, a budget office staff member must add a brand new object code to BDS</u>. In addition, while all existing CFS object codes are present in BDS, some of the more obscure ones are marked as "hidden" and cannot be used unless the Budget Office makes them valid for budgeting via the setups. Therefore, if you find that you cannot use an object code, please contact the budget office to have that activated.

23. ***Where can I get more information about opening accounts?*** See the sections in this manual regarding Maintain Charge Centers and Maintain Accounts.

24. ***Does BDS update totals immediately?*** Generally, yes. However:

    ✓ Totals must be rerun when divisions or home units are changed or added. A person with DBO manager security access must run process MB_115.

    ✓ Users must SAVE transactions for totals on the Totals Inquiry screen to change. Also remember to press the "Display" button or tab through the Totals selection fields to force a display after parameters are selected.

Hints about documentation and inquiries

25. ***Primary Documentation of Budget Development occurs by:***

MB_630 report	Most users rely on it to document their budget. It provides the greatest level of detail about the budget, although numerous other reports are available. It is available on screen and in print but not as a green bar report.
MB_699 report	It shows transactions or net changes made in BDS. It is a good way to track and check your changes on daily or periodic basis. Always print a copy for each development period.
Transaction panel	This is under **Maintain Items, Transactions.** It provides year-to-year transaction history on SAVED changes to individual lines.

26. ***Information on menu options for college and District Office division staff include:***

Inquire	Position search, salary calculation, totals inquiry, grade/step tables
Setup	Setups tables that control system functions such as defining the valid Chart of Accounts, defining benefit rates options, controlling access to budget information, and augmenting data used to provide reports and control batch processes.
Reports	There are many reports that can be viewed on screen or printed. See section 11 "Reports" for a list of reports and individual report descriptions.

Note: There are two additional menu panels, but they are not visible to most users

Process	This panel group is only visible to users with a DBO security status. All global change processes such as Meet and Confer, Annual Rollover, and so on are run through these functions. See the DBO training manual for more information.
Budget Book	This contains BDS generated budget book schedules. Not all have been written and all are pending testing. Therefore, at this time, these are only visible to those with DBO manager security.

27. ***Position Search Hint 1:*** The top line of parameters links all selected items by an "AND" statement, thereby reducing the search when more than one parameter is selected. The bottom line is linked by an "OR" statement, thereby increasing the search results when more than one parameter is selected. Do not use top row parameters unless you have something in mind such as counting all MATP positions at Top Step (9). Instead, use the bottom row to select all records for "Employee ID 10102345 OR Position Number 02501234". You would get any/all current or future occupants of the position, and all positions held by employee 10102345.

28. ***Position Search Hint 2****: The* Employee Name and Position Title fields are automatically wild-carded, so if you enter a leading portion of a Last name or Title, the system will find all matches. You can use a percent sign (%) followed by other text to search for a first name, or a part of a Title other than the first word (%Jason will return all employees with the name Jason). This search panel also is NOT case sensitive, whereas most other panels in the system are case sensitive when searching for names or job titles.

29. ***Position Search Hint 3****: On* the far right side of the position search panel, next to the "SEARCH" button is a checkbox labeled "1". If you check this, the search returns only the most current position row, regardless of the number of updates that have been made. If the box is unchecked, you will get all updates. Make your choice to check or leave blank the check box, depending on the information you need to access.

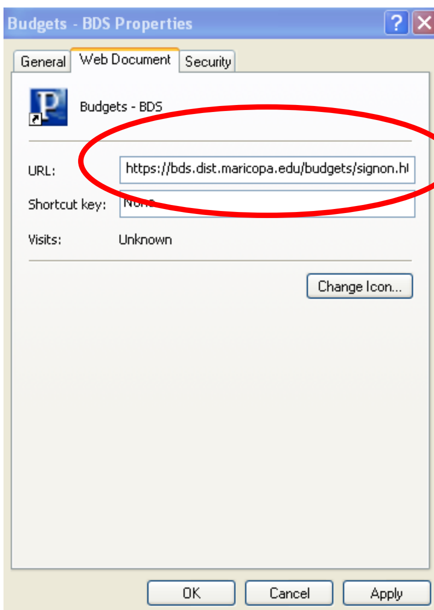
30. ***"Do you want to save?" prompt when exiting inquiries:*** This prompt will appear when you try to exit many inquiries. **<u>Say NO unless</u>** you are very sure that what you did before you made the inquiry is a change you want in BDS.

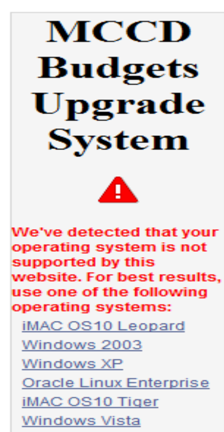
6. Logging into BDS

Activate the Internet Explorer and go to the following URL:

https://bds.dist.maricopa.edu/budgets/signon.html

Please enter this URL into the properties of your current Favorite/Link to BDS.



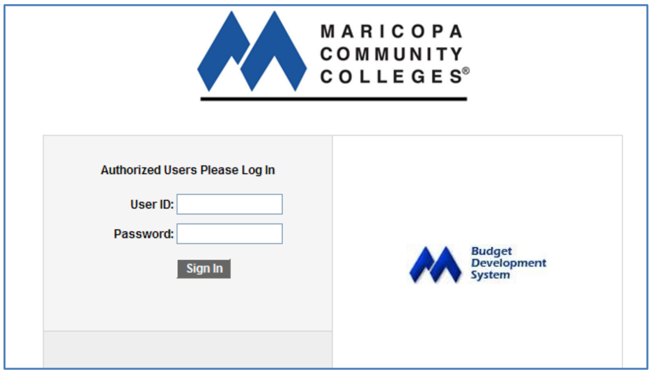


<u>WARNINGS</u>

You may see a Warning on the Log in page. **Do not be alarmed.** These warnings are to alert you if you are not using an Oracle supported browser or operating system. Using an unsupported browser may affect the way some pages look. Using an unsupported operating system could cause some functionality issues. At this time, we don't believe there will be any significant issues. However, if issues with specific browsers or operating systems do arise we will take steps to resolve them.

You could also encounter a message telling you to enable cookies. You can just click the 'Sign in to PeopleSoft' link to bypass this page and sign in or enable cookies on your browser.

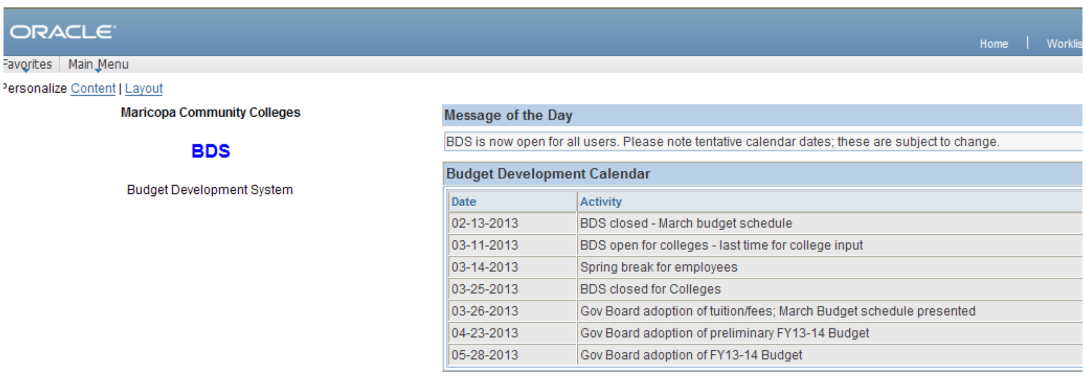
To log in, enter your User ID and Password and click the Sign In button.



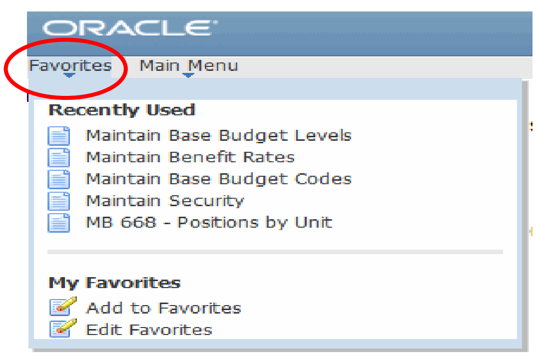
Note that both User ID and your Password are case sensitive. New users will be given a new ID and password.

Do not share your password with anyone. If you forget your password, please contact the Budget Office immediately so that your access can be reset.

Once you have signed in, you should be at the panel, as shown below. Note the Message of the Day and the BDS calendar with important dates are part of the opening panel.



RECENTLY USED Places that you have been to recently will now show up under your Favorites for easy access.

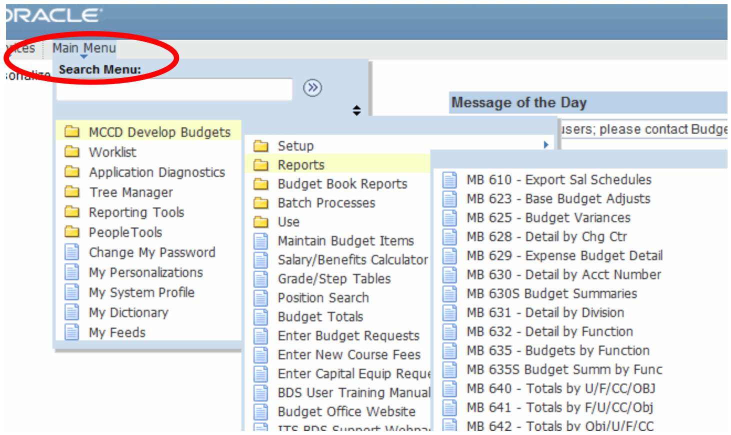


NAVIGATION

Menu navigation has changed. Menu items are the same as they have always been, but the menu is no longer to the left of the portal. The menu is now at the top of the portal under the ORACLE logo, as shown above.. You can navigate the menu in two ways.

1. Hover- over

Click Main Menu. Place your mouse over the individual menu items, moving down the menu hierarchy as the submenus appear until you see the item you want. Then just click on that item.

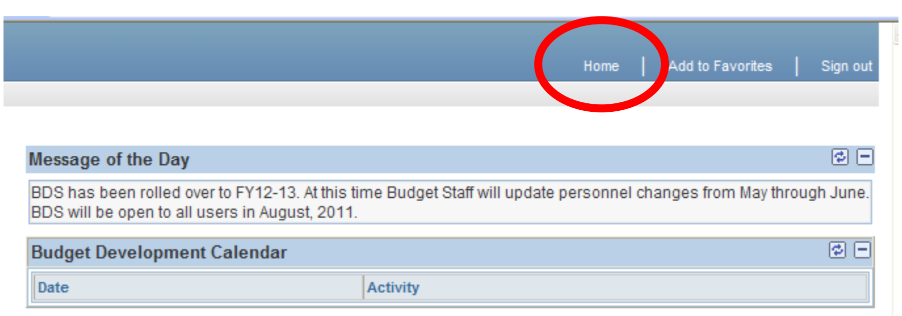


2.Portal Navigation

Click Main Menu. Click MCCD Develop Budgets. Select the item you want from the portal links.

HOME

To return to the Message of the Day and the BDS calendar, just click the Home link at the top of the page. Do not use the 'Back' button.



7. Maintain Budget Items

The above screen shot shows the panels available. Details on the features and usage of each panel in **Maintain Budget Items** follows. This includes information on which panels to access to perform functions or see information.

Keep in mind that BDS groups budget information by Year and Version, and each Version (or copy) of the budget within a working Future Fiscal Year has security controls attached to it. Each Version has an access level that is controlled by the Budget Manager. All versions with the exception of the current version, are set to "view-only" for all users. The current working budget can be set open to all College and DO users, or it can be set to view-only for all users and only allow District Budget Office staff to make changes during certain budgeting process time frames. Also, College users can only make updates to budget data pertinent to their Unit code(s), and they are only allowed view-only access to other Unit's budgets.

Regardless of a budget Version's security status or year, all users may view any account and line items. They also may run reports of budget information, at any time, for the current budget year and any prior budget years. Other panels in this group, such as the **Salary/Benefits** Calculator, **Totals** Inquiry, and the **Position Search** can also be used freely even if the Budget Version you are viewing is in View-only status.

Below is a list of tabs under **Maintain Budget Items** as well as summary descriptions of the functionality of each tab. You can easily move between these panels once you have selected and entered one. Where you initially and ultimately go, depends on your goal.

Line Item List

This is the place to go if you want to find a certain line item. This panel also shows: summary totals of revenues and expenses for the account and unit (or for the Division for certain District Office users), as well as variances from base budgets that have been set for each unit or division. There is no update capability, but clicking on the >> button transfers you to the **Maintain Items** panel where you can make changes or view more detailed information on that line item.

Object Totals

This summarizes each account by object code and includes information on account budget totals. It also shows a total of Budgeted FTE for this account. This is view only.

Maintain Items

This is the panel to use to develop the budget. It includes buttons for **update, add, drop, move**, **offset, and save**. Update privileges only exist when BDS is open for updates; view access is available at other times (buttons will be grayed out).

Transactions

This shows transactions for budget lines during each fiscal year. It is an on-line audit trail. It is easy to toggle between this panel and maintain items. Remember: items only show as transactions AFTER you have saved! When an Offset Account is shown, you can click on the >> button to move to that account automatically (from use of Move or Offset features). You can also adjust the FTE Type and Memo field here if necessary to clean up the data that appears on the MB_670 "FTE Changes" report.

Position History

This shows the history of a position during each fiscal year. PLEASE NOTE that you may have to use the scroll bar to ensure all position history to appear, if you have been using Maintain Items and had an older record scrolled into view in the lower Position data area.

Totals Inquiry

This shows totals by fiscal year and in varied ways. Remember to Tab through each field as you enter it or press the "Display" button after selecting all parameters. Totals Inquiry also can be accessed through the Inquire Menu panel when you want to view totals but are not working on a particular account.

Position Search

This searches by position, name, employee ID number, unit, employee group, and grade. It also can be accessed through the Inquire Menu panel when you want to search for someone but do not have an Account you are already working in.

Salary Calculator

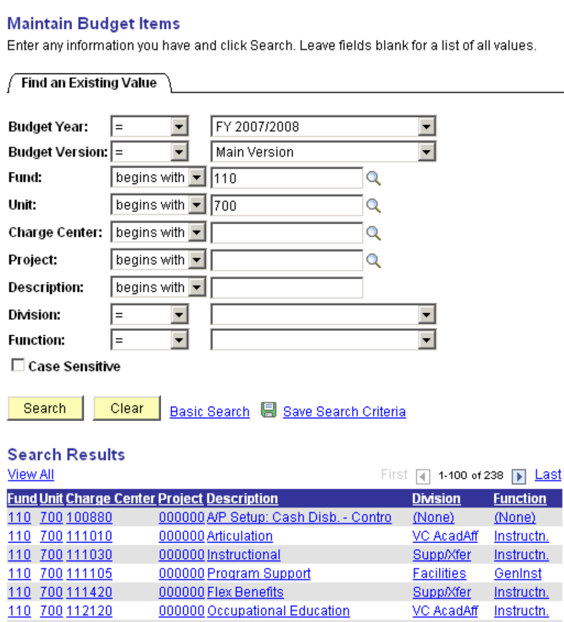
This models the cost of budgeting additional positions, salaries and wages. It has no impact on totals. It also can be accessed through the Main Menu panel without having to start in an Account.

To use Maintain Budget Items:

1. Click on **MCCD Develop Budgets** on the menu bar.
2. Click on **Maintain Budget Items.** You will be moved to a search panel (shown below).
3. Complete relevant information to select the account you want to review or update, or enter a partially complete set of key values and click on **Search** to build a Search List. For example, using "111" for Charge Center would return all Charge Centers that start with "111".

   NOTE: It is **NOT** necessary to enter a Fund as long as you enter a complete **Unit and**

   Charge Center--BDS will know which Fund is appropriate for any charge center.
4. Press search.
5. A list of charge centers will appear. Click on the account you wish to go.
6. You will be moved to the account you selected.



To search for a particular item choose from the appropriate fields on the screen. This will narrow down the search criteria. The fields are as follows:

- Budget Year – the particular budget year that you wish to see budget information from.

- Budget Version – the Budget Version will most likely be MAIN, but notice there are other versions in the database. Some are used for programmer testing. Some are versions that represent a snapshot of the budget at a particular point in time. <u>ALL UPDATES ALWAYS WILL OCCUR IN THE MAIN VERSION FOR A FISCAL YEAR. ALWAYS CHOOSE THE MAIN VERSION IF YOU INTEND TO UPDATE.</u>
- (The Budget Year and Version will normally default appropriately for the current year).
- Fund – to browse a particular fund, click on the arrow next to the Fund field and choose from the list that appears. The Fund is not required if you are going to enter a specific Charge Center–save yourself the data entry time by skipping it.
- Unit – the unit will default to the unit number that is setup with the user's operator id. You may change this to look at other unit numbers. To change, either highlight the number and type a new number or click the arrow next to the Unit field and choose from the list.
- Charge Center – to view only one charge center at a time, type in the charge center number, or choose from the list, by clicking on the arrow next to the field. You can enter a partial charge center for Searches. IF THE USER SIMPLY TYPES THE CHARGE CENTER, EVEN WITHOUT FUND OR UNIT, AND THEN PRESSES OK OR SEARCH, THAT CHARGE CENTER WILL BE PROMPTED. THEN SELECT THE CHARGE CENTER AT THE UNIT YOU WISH TO VIEW.
- Project – to view a particular project. This attribute tends only to be used for capital items.
- Description – if you know the name of the account, type this in, or type a few represen-tative letters from the first word in the account name and click Search (Case sensitive).
- Division – choose a division from the list by clicking on the arrow next to the field.
- Function – choose a function from the list by clicking on the arrow next to the field.

Enter any combination of search criteria and click the **Search** button. A list of all possible values will be displayed in the lower portion of the window, as shown below. Select the line you want by clicking on that line, you will be moved to the submenu panel of Maintain Items that you first selected.

7.1 Line Item List

The first panel or tab under Maintain Items is the Line Item List. Based on the search criteria the user entered for this example, the *Ocotillo* account in unit 700 was selected.

No updates are permitted on this panel, but the user can toggle to the Maintain Items panel by clicking on the double arrow to the right of the desired budget line. Additionally, notice the top of the screen. There are multiple tabs that can be selected. The user may choose these tabs to update or view the various data pertaining to the line selected.

Line Item List | Object Totals | Maintain Items | Transactions | Position History | Totals Inquiry | Position Search

Year: 2007 - 2008 Account: 110 - 700 - 131330 Divn: 0010 VC Academic Affairs

Version: Main Version DIST Ocotillo Function: 2 Academic Support

FY: 05-06	Prior Year Actuals
Expense:	42,061,668
Revenue:	338,919,047
Acct Exp:	47,347
Acct Rev:	0

FY: 06-07 Original Budget	Operating Budget	YTD Actuals & Encumb	%Used
46,256,000	47,734,891	41,165,744	86.2
539,227,864	539,227,864	324,259,910	60.1
106,502	78,351	45,005	57.4
0	0	0	0.0

FY: 07-08	Base or Original Budget Level	Projected Budget	Variance
Base	50,403,471	50,403,471	0
Base		553,574,447	0
Orig	106,502	108,980	2,478
Orig		0	0

>>	Object	Line	Title/Description	Original	Projected	Name	Gr	St	FTE	Cal	%Dist	Position#
>>	51114	1	Residential-Extended Contract	43,863	45,179							
>>	51115	1	Residential-Reassign Time	17,708	18,239							
>>	51310	1	Part-Time Wages	5,935	5,935							
>>	51316	1	Student Wages	3,159	3,159							
>>	52101	1	Benefit, Generic	208	208							
>>	52110	1	FICA	4,185	4,300							
>>	52120	1	State Retirement	5,603	6,088							
>>	52130	1	Medicare Benefits	979	1,006							
>>	52430	1	Workmen's Comp	134	138							

This panel contains information about three fiscal years, for both the unit in total and the account that was selected. It shows revenues and expenditures and budget detail to the line level within each object code for which budget or actuals exist.

This account does not contain positions, but if some were budgeted, the title of the position would be displayed, along with the incumbant's name, grade, step, FTE (HR FTE, not budgeted FTE), % distribution and position number.

The **Base Budget** is entered by the District Budget Office. It sets a target to which the units or divisions should budget. The variance shows the difference between the current projected budget and the base. When users are trying to balance their budgets, they will be making changes in the **Maintain Items** panel and could toggle back and forth between **Line Item** list and **Maintain Items** to see if budget changes have brought the projected budget to the same total as the Base Budget. (For Expenses only, this Unit level Variance is also visible on **Maintain Items**.)

To update a particular line item click on the arrows >> to the right of the line on the **Line Item List** panel or choose the tab **Maintain Items** at the top of the screen.

7.2 Object Totals

The **Object Totals** panel displays account level budget information for the current budget year as well as projected totals for the next budget year. It provides revenue and expenditure budget totals by account. It also shows a Budgeted FTE subtotal for the account. It is a view only panel.

Line Item List | Object Totals | Maintain Items | Transactions | Position History | Totals Inquiry | Position Search

Year: 2007 - 2008 **Account:** 110- 700 - 131330 **Divn:** 0010 VC Academic Affairs
Version: Main Version DIST Ocotillo **Function:** 2 Academic Support

Account Budget FTE: 0.000

Object Code	Description		FY 06-07 Orig. Budget	Oper. Budget	Bal. Avail.	% Avail.	FY 07-08 Proj. Budget	%Chg.
		Expense Totals:	106,502	78,351	33,346	42.6	108,980	2.3
		Revenue Totals:	0	0	0	0.0	0	0.0
51114	Residential-Extended Contract		43,863	22,781	9,557	42.0	45,179	3.0
51115	Residential-Reassign Time		17,708	10,739	10,739	100.0	18,239	3.0
51310	Part-Time Wages		5,935	1,793	1,793	100.0	5,935	0.0
51316	Student Wages		3,159	659	659	100.0	3,159	0.0
52101	Benefit, Generic		208	208	208	100.0	208	0.0
52110	FICA		4,185	4,185	3,421	81.7	4,300	2.7
52120	State Retirement		5,603	5,603	4,484	80.0	6,088	8.7
52130	Medicare Benefits		979	979	798	81.6	1,006	2.8
52310	Life Insurance 5K		0	0	-6	0.0	0	0.0
52410	Disability Ins - L/T		0	0	-10	0.0	0	0.0
52430	Workmen's Comp		134	134	104	78.0	138	3.0
52999	Flex Benefits		0	0	-2	0.0	0	0.0
53210	Professional Services		1,858	6,000	-500	-8.3	1,858	0.0
53225	Media-Based Brod Ser		2,000	2,000	2,000	100.0	2,000	0.0
53300	Printing/Binding		3,506	3,506	3,049	87.0	3,506	0.0
53550	Official Functions		10,431	9,005	6,565	72.9	10,431	0.0
54100	General Supplies		2,340	2,340	-1,091	-46.6	2,340	0.0
54101	Expendable Software		1,000	1,000	1,000	100.0	1,000	0.0
55205	Subscriptions-Electronic		0	0	-662	0.0	0	0.0

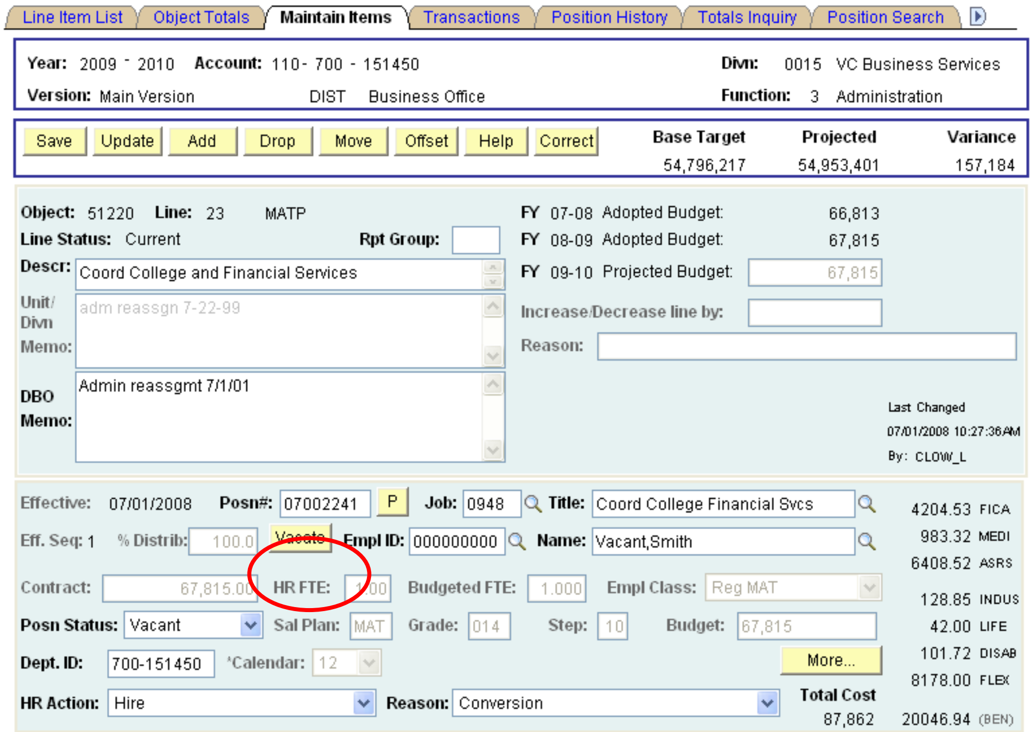
7.3 Maintain Items

The **Maintain Items** panel is the panel that is used to develop individual budget lines. It allows the user to update or view a particular line item. Update privileges are based on: 1) user security; and 2) budget version security. District Budget Office staff can update in any unit. Updates by college and District Office division users are limited to the user's home unit, unit or division. Update privileges for all users are restricted to particular times during the year when BDS is open.

The budget can be modified by using the following seven different actions (help is not available through this panel. (Please refer to "How do I access BDS help online?" section at the beginning of this document). For user convenience the Save button is now available along with other update buttons at the bottom left corner of the screen. The Help button is available but not updated nor fully implemented, so please do not rely on any data contained in it.

As shown below, all are buttons on the **Maintain Items** panel.

Save | Update | Add | Drop | Move | Offset | Help | Correct



Overall Rules Concerning Budgeting for Positions

1. Always use % Distribution to split-code an employee. NEVER reduce HR FTE to less than 1 to accomplish split coding. Benefits may not total accurately if you reduce FTE.
2. Change the FTE from 1 to a fraction if the position is part-time.
3. Use the grade 999 for non-grid salaries, such as early retirees with FTE, or specially funded employees such as Athletic Specialists.
4. Use step 24 if a position is on an established grade but in between steps.
5. Use step 25 if a position is red-lined (above top of scale but in an established grade).
6. To create or change a non-faculty position with FTE to an OYO or OSO, select **Employee Class** and then choose **Nonfac<6mos** for an OSO and **NonFac>=6mos** for an OYO.
7. To create or change a faculty position with FTE to an OYO of OSO, select Empl class and then choose **OSOInstrFac** or **OSOSvcFac** for an OSO and **OYOInstrFac** or **OYOSvcFac** for an OYO.
8. If you are creating an early retiree either with FTE (object code 51538) or without FTE (object codes 51531-51536), the flex amount will be $1,500 for each line. If you wish to have a higher flex amount to reflect multiple positions or for other reasons, press **Update**, then the **More** button. Enter the amount in the Flex field, press OK. Save when you are done with your add. This will properly benefit the retiree.
9. To vacate a position, simply press the Vacate button. The following fields will update:
   Empl ID: Will automatically go to 00000000;
   Name: Will change to "Vacant, last name of person formerly in that position (e.g. Vacant, Smith)
   Posn Status: Will convert to Vacant
10. To fill a position, update with a name, employee ID, etc. (see next few steps).
11. To update an Employee ID: Enter the first few letters of the last name, capitalized, and click on in the name field. This will display a search list of employees. Scroll to the correct one and click on that line to select the employee's name. Tab through and the system will fill in the proper Employee ID. This action directly accesses employee data tables in the production database of MCCCD's PeopleSoft Human Resources system. You may get an error message if HR is down, so make a note to try it again later. If you get the error repeatedly, contact the Help Desk.

12. Note that clicking on 🔍 next to the position number and Employee ID fields provides similar access to PeopleSoft HR tables. You can enter an Employee ID if you have one on paperwork to get the right name, or use the Name search as described above to get the Employee ID.
13. Searching on Position numbers can be a little tricky, when there are many of the same title. They are also accessed directly from the production PeopleSoft HR system. When you Add, leave the position number set to "NEW" and the system will allocate a correct position number for you *when you save*.
14. Social security numbers are generally unavailable, but other fields such as employee ID and position number are available. For privacy reasons, legal counsel advised against the inclusion of Social Security numbers.
15. To reassign, reclassify or reallocate a position between employee groups: First Drop the position, Save, then immediately add a new position in the appropriate employee group; on the Add sub-panel make sure you check the box labeled *"Use Employee from last Drop".* Click OK, set any additional field values necessary, and save your changes.
16. When you select a grade during update or add, when you tab to the job code or titles fileds, only those jobs in the selected grade will appear. Grade 999 will show all titles regardless of Grade. You may enter a speculative Title for a new position but generally try to choose from existing job Titles.
17. Unless you happen to know the Job Code number for a particular position title, it is easier to set the Title first. Enter the first few letters of the title (properly capitalized) and click on 🔍. Scroll to the title you want and click on it. When you tab out of the Title field, the Job Code will be set for you automatically. Job Titles and Job Code numbers come directly from the production PeopleSoft HR database.

7.3.1 Update

To update an existing **Fixed** budget (non-personnel) line item, such as Supplies:
1. You can either put in a specific new amount in the **FY XX-XX Project Budget** field, or
2. Enter an amount in the **Increase/Decrease line by:** field (use minus sign for decrease)
3. You may also enter a **Reason**: (optional).
4. To restore to the pre-changes amount, simply enter a zero in **Increase/Decrease line by:**

To update an existing Personnel Expense line (object codes 51xxx):
1. Click on the **Update** button. This will insert a new History Row and open up fields for input.
2. You are required to enter a description of this transaction in the **Reason:** initial field for cursor
3. Change fields as needed (see recommendations above).
4. You might make additional notes in the memo field (whichever of the two your security profile allows you access to, Unit/Divn or DBO). The **Reason** will be added as the first line of the Memo automatically when you save, so do not repeat it in the memo.

If you decide that you want to restore an Updated Personnel Line, that is, UNDO your changes, you can use the DROP button at this point (ONLY prior to saving) to discard your changes.

(At this point, you might want to use **Offset** to designate a reserve line to fund this change)

5. Left-click the **Save** button, or tab forward to the **Save** button and press Enter.
6. Review changes to the line and totals fields.
7. Click on transaction panel to review net changes.

Note that you must click **Update** to update a position or salary line but fixed expenses and revenues are automatically in update mode if the version is open for updating.

You may use **Update** to:

1. Update a position:

   - Using a regular salary plan grade and step
   - Using a regular salary plan and off-grid (step 24 is between steps and step 25 is redlined)
   - Using a 999 position (for non-grid salaries like early retirees or specially funded ONLY)
   - Changing HR FTE (this will impact the salary and benefit costs and budgeted FTE)
   - Changing % Distribution
   - Change a non-faculty position with FTE to an OYO or OSO
   - Change a faculty position with FTE to an OYO of OSO
   - Change the calendar for a position (this will impact salary and benefit dollars and budgeted FTE)
   - Vacate a position (do this by pressing the Vacate button)
   - Fill a position (update with a name, employee ID, etc.)
   - Change a position number
   - To change a title or job code (note: these come from Human Resources tables)

2. Update a revenue line item.
3. Update a salary pool line item.
4. Update a fixed expense line item.
5. Update a memo field, even if you are not changing amounts or position information.

Once the line item has been updated, the user must click on the Save icon. If dollars or FTE are modified, the change will appear on the transaction panel.

You may make a series of changes to line items in an account and click on Save once to commit all the changes to the database. The only possible drawback to doing this is that if you Add or Update several positions**, the changes to FICA and other statutory benefits lines will be combined into single Transaction entries.** That is probably OK, but be aware of it as a reporting issue on any MB_699 Transaction Changes reports.

Note that statutory benefits cannot be changed using update functionality. They change when salaries change and changes in rates are centrally controlled.

7.3.2 Add

If you want to **Add** a position, salary pool, non-salary expense or a revenue line item, this is the function to use. You can use this to add line items for any object code, whether this account has existing lines with such object code or not. There are no additional setups or requests to CFS or budget staff needed to add a new object code to an account, as long as that object code has been approved for budget use and setup one time system wide. Note: You cannot add an object with a budget of $0.

When you add a new position that position will be initiated as a vacant position with the following fields being updated automatically:

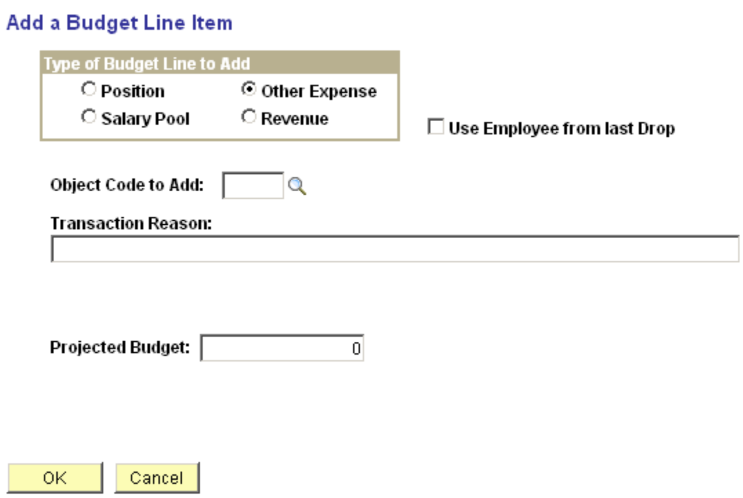
Empl ID: Will automatically go to 00000000;
Name: Will change to “Vacant, New”
Posn Status: Will convert to Vacant

This function can be used in conjunction with the **Offset** function if the user wishes to fund the added line from a particular account line item (typically various reserves). By using **Offset,** the budget of the **Offset** account will be reduced. See the Section on the **Offset** function for more information.

The **Add** function also can be used in conjunction with the **Drop** function. For example, to reassign or reallocate a position between employee groups, first drop the existing position. Then Add another position where it is needed, being sure to check the option box labeled “Use Employee from last Drop” to pull forward the various position attributes (works even for Vacant positions!), fill out all other information, press **OK**, verify the position data, and **Save**.

To use Add:

1. Press the **Add** button; you will move automatically to a new panel shown below.
2. Choose the type of budget line to add.
3. Select an object code from the pick list or type it in if you know the number.
4. Include a Reason (this is a required field).
5. Type in a budget amount if this is a salary pool, revenue or fixed expense. Select a grade, step, employee class, job code, title and FTE change if you are adding a position.
6. Press **OK**.
7. Make sure your memo field is clear and comprehensive. The Reason will be added as the first line of the Memo automatically when you save, so don't repeat it.
8. Verify the entry is what you want it to be, make any additional changes.
9. Left-click the **Save** button, or tab forward to the **Save** button and press Enter
10. Note impact on budget for the line and the totals field.
11. Click on Transactions panel to review the change.



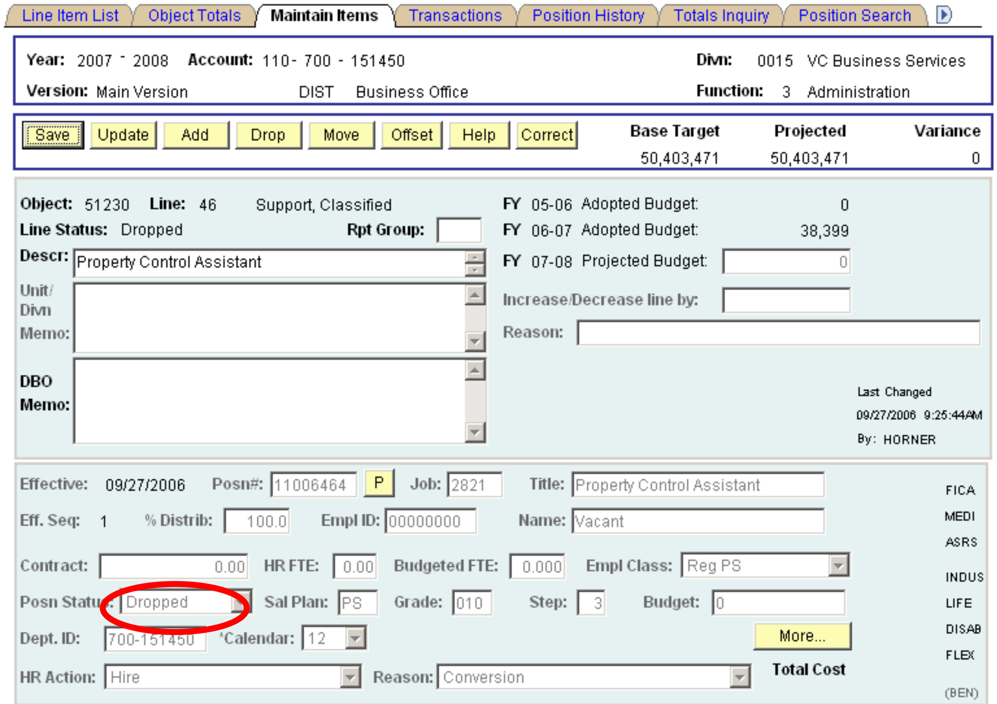
If you later want to modify something about this entry, use the update function. If you want to drop it, use the drop function. If you Drop an Added line item prior to saving, the system cancels the panel for you since there is no clean way to Undo an Add without the Cancel.

7.3.3 Drop

Use this functionality to drop any position, salary pool, fixed expense or revenue line item. You cannot Drop statutory benefits lines, they are system maintained. Drop works differently depending on whether or not the line item you are viewing when you click on DROP has any un-saved changes already applied to it. The following screen shot illustrates the Drop panel fields.

To Drop the line item you have in view:

1. Click the Drop button.
2. Type a reason.
3. Select the effect on FTE, as you want it to appear on the MB_670 report later on.
4. Update the memo field as appropriate.
5. Left-click the **Save** button, or tab forward to the **Save** button and press Enter
6. Review change in line, totals on the totals field.
7. Click on transactions panel to note change.



The Drop can also function as an Undo in two situations: If you have Dropped a personnel line item by mistake, clicking on Drop a second time will restore the item, undoing the Drop. If you have Updated a Personnel line item and want to discard your changes to that line and continue working, click on Drop and you will see the fields grey out and restore to the pre-update values. If you Add a line, you can use Drop to undo the Add but it is forced to perform a Cancel anyway.

7.3.4 Move

The following sections detail how to move lines. Note please that move functionality contains some restrictions on the types of moves that are possible. <u>Given restrictions on the move function, users may need to use combinations of **Drop** and **Add,** or become familiar with the **Offset** feature to reallocate funds, particularly when moving funds from one Type of line item (Position, Pool, Fixed) to another.</u>

The Move functionality allows users to update the budget by moving lines from one account to another. Positions, salary pools, non-personnel lines and revenues all can be moved using this functionality. In general, move will move any type of line to another account (into a line item of the same type). Object Code must remain the same. For Positions and Personnel pool lines, the entire amount is moved and a new line item is created in the target account. For Fixed items, including revenues, the Move will allow you to specify the amount to move, and you can either select a target account line item to add the amount to, or create a brand new line item in the target account, with the same object code or even a different object code.

To Use Move

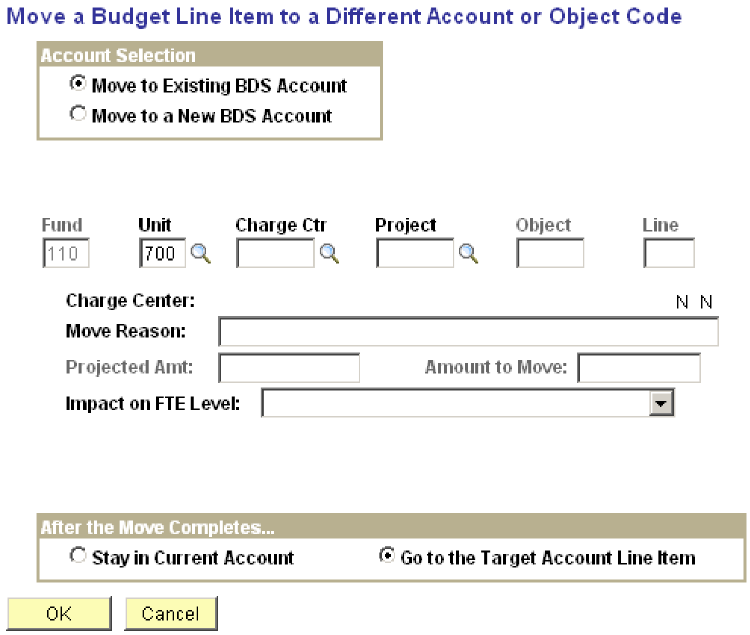
1. Press the Move button to move the line you have selected (visible on the panel).
2. Select move to either an Existing account or New account. There is not much difference to these except you must choose "**New** Account" if there has never been any budget activity in the target account. Choosing "**Existing** Account" is a way to be sure you are moving the line item into an established account and not an empty or unused account by accident.
3. If the panel also asks you to select What to do in the Target account, either choose to "**Add to** an existing line" or "**Create** a new line item" (appears for Fixed Line Item types only)
4. Select the account or line item to move to. Be sure to **tab** through all the fields until you have given the system all the information it needs to fill in all the account and line number fields. Some of the fields will auto-fill as you go depending on what is appropriate.
5. Type an appropriate Reason. Reason will be pre-pended to the Memo also, automatically.
6. (If field appears) Select the impact on FTE level that you want report MB_670 to show.
7. If the **Amount to Move** field is not grayed out, you may alter the amount for a partial move.
8. Choose to **Stay** in the move from account or **Go to** the target account when the move fires.
9. Press **OK** which will then perform the Move, Save, and transfer you to the line item in the target account if you chose the "Go To" option.
10. Update the memo field as needed.
11. Left-click the **Save** button, or tab forward to the **Save** button and press Enter.
12. Note changes in the total for your line and the totals fields.
13. Press Transactions panel to see your change.
14. Click on  button to go to the account you moved to or from
15. View your change.

There are somewhat different steps involved in moving positions, salary pools, revenues and fixed expenses. This relates to restrictions on some moves. It also is not possible to partially move salary pools or positions because of the difficulty of moving related benefits.

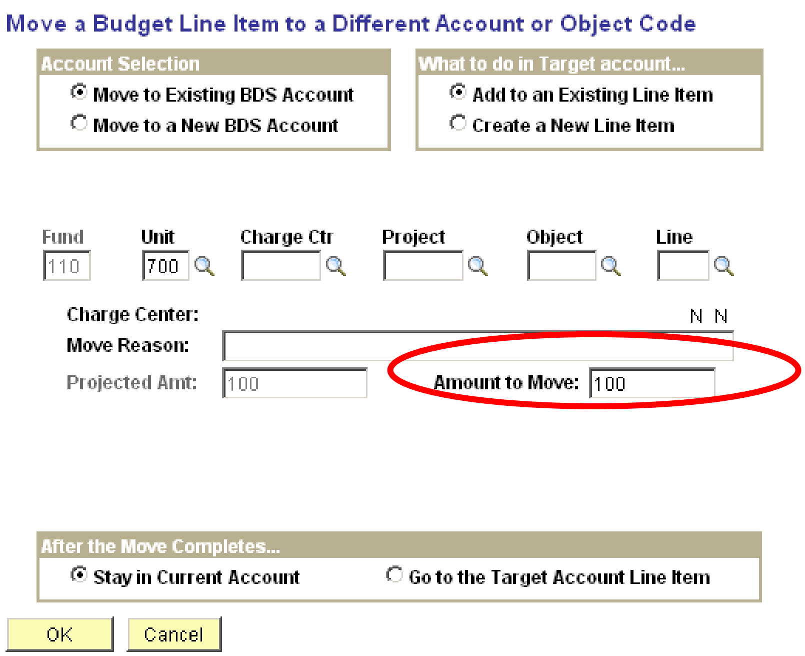
Note the following rules and restrictions on moving lines in BDS:

1. Revenue, positions, salary pools and fixed (non-personnel) lines can be moved between accounts and between units, but only within the same fund.
2. Positions and salary pools can only be moved **in full.**
3. Positions only can be moved within the same object code. See the drop section for ways to reallocate positions to other employee groups.
4. Salary pools can be moved to other salary pool object codes in other accounts but please DO NOT MOVE SALARY POOLS BETWEEN OBJECT CODES. Different benefits apply to different salary pools and therefore if you move between salary pool object codes, your changes may not update accurately. This is bug to be fixed at some point.
5. It is NOT possible to move salary pools to fixed lines when moving between accounts.
6. Lines in fixed object codes and revenues can be moved **in full or in part** to existing or new lines in fixed object codes, both within and between accounts.

The screen shot below shows the fields that exist when moving a position. This example illustrates a move to an existing account. There also is a choice to move to a new account. The fields on the panel do not change regardless of the choice of existing or new account. Note at the bottom of the panel that the user can choose to remain in the existing (move from) account after the move takes place, or can move to the target (move to) account.

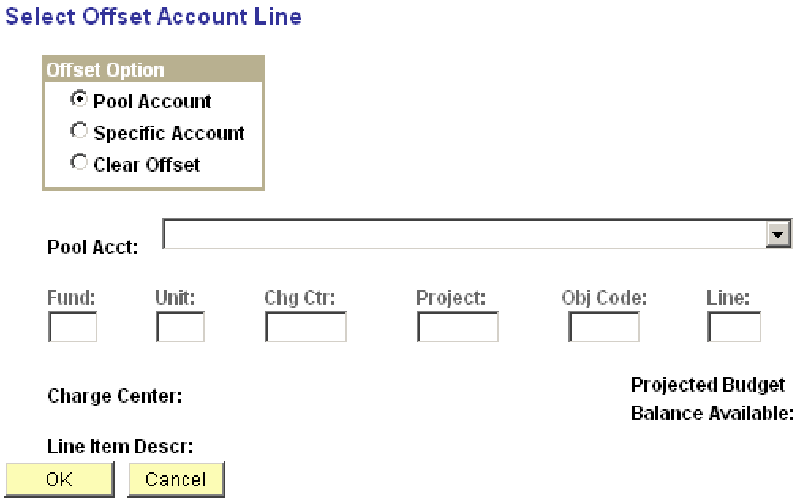


The screen shot below illustrates the type of screen that will appear when moving salary pool, revenue or fixed expense items. It offers a choice in Adding Budget to an Existing Line (top right radio button) or Creating a New Line Item (bottom right radio button.) Using the Create New Line Item offers more options to move funds, such as selecting a different target object code. Note the amount to move defaults to the total in that line; this can be changed to a different amount if desired.

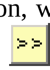


7.3.5 Offset

The **Offset** function is the last way an account or budget can be modified. The offset is related to **Pool Account** functionality but can apply to any account, even those that are not designated as pool accounts. Note that Pool Account as it pertains to **offset** is a different concept from "Personnel or Salary Pool Lines".



Essentially, the **Offset** functionality allows for two sided transactions in one change. For example, a user might **Drop** a line and **Offset** the savings to another account. Using the **Offset** function, the user can accomplish this in one action. If **Offset** was not activated, the user would need to **Drop** the first line, **save**, determine how much money had been saved, click on the Correction icon (pencil) to search for the account in which the funds should be deposited, **Update** or **Add** to this account, and **save**.

BDS maintains a record of every transaction, which is viewed using the Transaction panel. The two-sided transaction audit trail (with the convenient  button to switch accounts) and the convenience of working within an account and not having to access a separate account to make reserve balancing entries are the two primary benefits of this new **Offset** functionality.

This manual includes some instructions on the Offset function.

In order to start thinking about how to set up your pool accounts, review your budget and identify which line items you have used in the past for holding reserves or reallocation funds. If you wish, the Budget Office will work with you to set up your often-used reserves lines as "Pool Accounts", which is just a way to make shortcuts for these accounts so you do not have to keep typing in the full account number. You should also think about where you want the District Budget Office to transfer new funds into your unit, so that one or more "Pool Accounts" for that purpose can also be established. There is no limit on how many pool accounts you can use, but in determining the number, you need to carefully think about the different uses and restrictions you might want to place on these pool accounts.

To use Offset:

1. Press the **Offset** button when you first enter the account in which you are making changes, <u>OR</u> press it after you make your changes, but **before you SAVE**.
2. Select an Offset Option: **Pool Account** to pick from your list of designated reserve accounts, or **Specific Account** to enter the full account code and line number of a line item which you do not have set up as a Pool account. Select **Clear Offset** to start over after a mistake, or to turn off the Offset feature completely so that no offset account will be processed.
3. Complete all relevant information about the **Offset** account. If you chose **Pool Account, click on** the small triangle icon and then click on the Pool you want. If you chose **Specific Account**, start in the

"Unit" and use 🔍 to select each value. Be sure you Tab through each field once you enter its value. Sometimes the next field will be filled in for you, such as "Project". As you tab through the "Line" field, you will see account line item balance and other information appear at the bottom of the panel.

NOTE: Pool Accounts need to be setup in advance in order for them to be used here

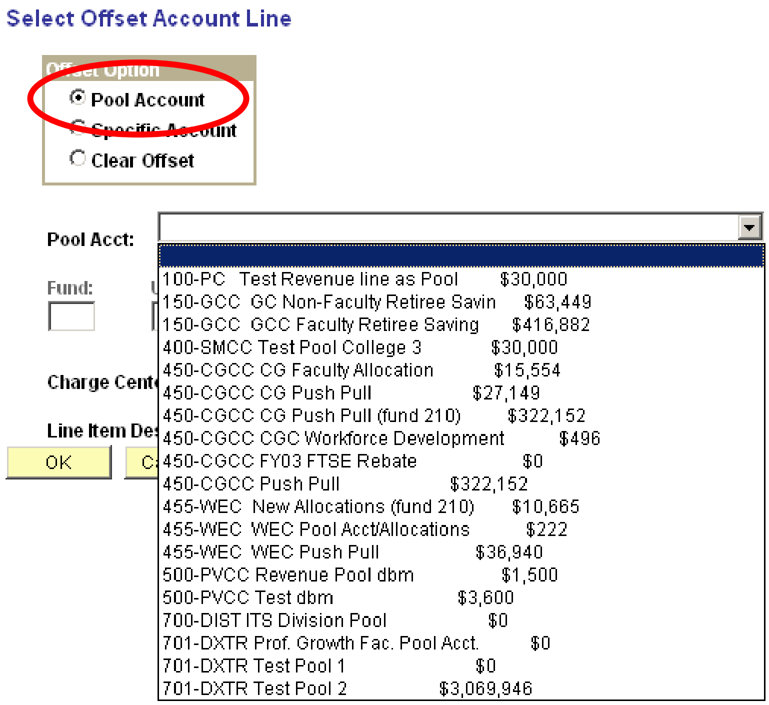
(See the **Pool Account** section).

4. The words "**Offset Ready**" should appear in the upper right of the panel.
5. If you want to **Offset** to the account shown, press **OK** to return to the main panel. Or you may click on "**Clear Offset**" and then OK to exit with no offset account active.
6. Notice on the Maintain Items panel that the middle section of the panel now advises you that **Offset** is activated, where the read label "Offset To:" and the account code are shown. If you do not see the "Offset To:" then no transactions will be posted to any Offset Account.
7. You may continue making your changes to line items if necessary
8. You can **SAVE** when changes to the account are complete. As long as the "Offset To:" is still visible, the system will calculate your net changes, reverse the +/- sign, and post a single offsetting transaction to the **Offset** account line item you selected. Note that whether you updated one line, or did multiple updates/adds/drops, what gets posted to the offset account <u>when you SAVE</u> is a single entry that covers the net of all your changes <u>since the last save</u>.
9. Note also that the Unit and Division totals will only be updated when your offset account is part of another Totals entity (combination of Fund, Unit, and Division).
10. If you need to make any changes within the same account but without using an Offset account, click on the **Offset** button again, then click on **Clear Offset**, then **OK**. You will see that the red "Offset To:" label on the main panel has disappeared. This means that Offset is not active. If you make more changes and **Save** now, <u>no offset entry will be generated</u>.
11. Review your account and unit totals.
12. Move to the **Transactions** panel and toggle to the **Offset** account using the >> button.

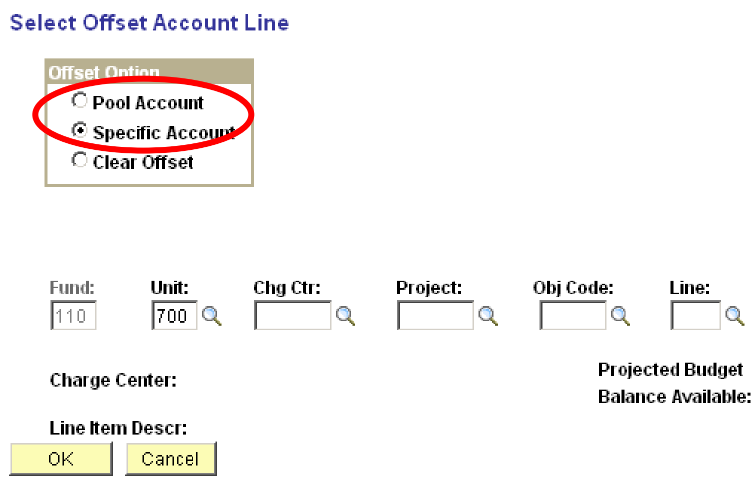
A few critical points must be remembered about the offset function:

1. Do NOT use the **Offset** within the same account. ONLY use between different accounts. Budgets may not update correctly if you try to **Offset** to a line within the same account.
2. **Offset** remains on and in effect until the user either exits the account or clears the offset. **Offset** remains in effect after you SAVE, unless the user exits the account or clears **Offset.** <u>**Note that if you leave your first account to check on the balance in the account you offset to, BDS assumes you have exited the account. Therefore, Offset will be cleared or turned off.**</u>
3. **Offset** may be used between units within an appropriate Home Unit group, or by users with DBO security levels.
4. When using the **Specific Account** offset, only some kinds of line items will appear on your object code choice list (never Personnel lines).
5. When **Offset** is active, limit your changes to either just Expenses, or just Revenues, to match the object code type (Expense 5xxxx, or Revenue 4xxxx) of the Offset account. You cannot update <u>both</u> Expense and Revenue line items when you have an Offset account active.
6. **Offset** functions at the individual line level. It does not reflect the entire account. Therefore, be sure that the budget in the Offset line is sufficient to handle your transactions. The system will stop you when you Save if your net increases exceed the balance in the Offset line.

The following screen shot illustrates the panel that is prompted when selecting a **Pool Account**. Notice that the user does not need to type account information; they just need to select the correct **Pool Account**.



This screen shot below illustrates the panel that is prompted when **Specific Account** is selected for the Offset. Notice that the user must input all identifying information about the account line item. Here, the user is ready to Tab past the Line: field so that the “Offset Ready” indicator will appear in the space next to the OK button:



In either case, if users wish to use an object code not already established in this account, this will need to be setup:

1. Go into the account you want to use as an **Offset** account, **Maintain Items.**
2. Press the ADD button and select the object you want to use.
3. Add $1 or any amount, a reason, press OK.
4. Update the amount field to $0, add a reason and/or update your memo field.
5. Press SAVE.
6. You now have added your object code to serve as an Offset.

The Move function can create a line item in a target account, so consider using Move as a shortcut to move some dollars into the target account, in a newly created line item (be sure to select "Stay in this account" on the Move sub panel). Then you can activate Offset to the newly created line in the target account, make additional reductions in the current account, and when you Save, the additional net dollars would be shifted to the new line item in the target account.

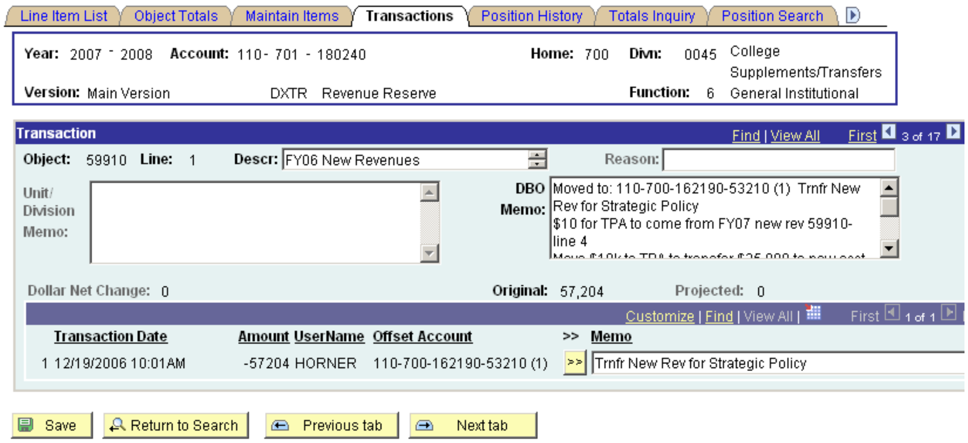
The following are possible ways to use **Offset**.

1. Salary Savings: update a salary to the vacancy level. Pressing **Offset** before the update or after will transfer the net savings to the account in which you would like to reserve them. Make sure that you <u>do not Save until after</u> you have activated the **Offset** feature.
2. Add a position, salary pool or fixed expense. Go through the **ADD** process. If you did not press Offset before the **Add**, press **Offset**, identifying the account from which funds should come. Save.
3. Drop a position, salary pool or fixed expense and Offset: go through your drop actions, then activate an Offset account (or activate an Offset before you started the Drop process). Save.
4. Update a salary pool or fixed item, reducing funds. Press **Offset** and choose the account to which you want to move funds. Save. Then **Add** a position where you need to. Press Offset and choose the account to which you offset the salary or fixed pool item; this will fund the added position if you have enough dollars built up. Note: offset also could have been initiated before the start of you other changes.
5. One nice thing about using Offsets is that changes to Positions or Salary Pool line items, **including implied benefits obligations**, can be taken from or reserved to an offset line item. You can use an offset account as an intermediate holding place when moving some funds from one type of line item, say a Salary Pool, to contribute to the creation of a Position. Be sure you gather all needed funds in the intermediate line item (by reducing various line items with Offset to the intermediate account line) **prior to** Adding the position that will be funded from these other net changes (with Offset also activated against the intermediate account).
6. Note that Budgeted FTE are <u>not</u> managed using the Offset feature. Net changes to FTE will show up in the Audit trail, and can be analyzed using report MB_670, but it is your responsibility to recycle Budgeted FTE back into positions. FTE cannot be "parked" in a reserve line using Offset.

7.4 Transactions

Once a line item has been saved, a transaction record is written. This panel enables the user to view past transactions for an individual line item. You could make screen prints of these as you are updating BDS to keep track of your changes. Alternatively, BDS includes a MB_699 report that reports all changes that are made in a budget cycle, with a date range selection feature.

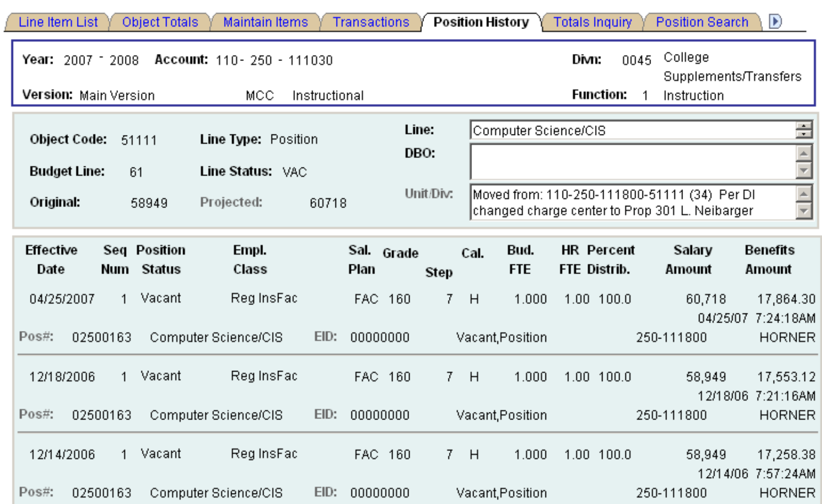
Note below that both Dollar and Budget FTE changes are reflected on the Transaction Audit Trail. If you used the Offset feature in the change you made, you would see the Offset Account here also, with a button labeled  that easily transfers you into the target account. The Move feature would also mark the audit trail to show the source or target account of a moved line.



7.5 Position History

The Position History panel allows the user to view the history of changes made to a position since the beginning of the current budget year cycle. If you need to view position history for a prior year, you will need to use the red pencil Correction/Search icon (or the Position Search panel) in order to look in that year. **Position History** will show you all position changes at once, which makes it easy to compare changes to certain critical position attributes over time.

When you select the Folder Tab **Position History**, the line item on display here is the last line item you were viewing using **Maintain Items**, or the first one in the account if you have just entered the account.



Sometimes, positions are funded out of several accounts. To find and view the other parts of a position's funding distributions, use the **Position Search** panel tab to locate them**,** or go to **Maintain Items** and click on the search icon next to the position number field.

7.6 Totals Inquiry

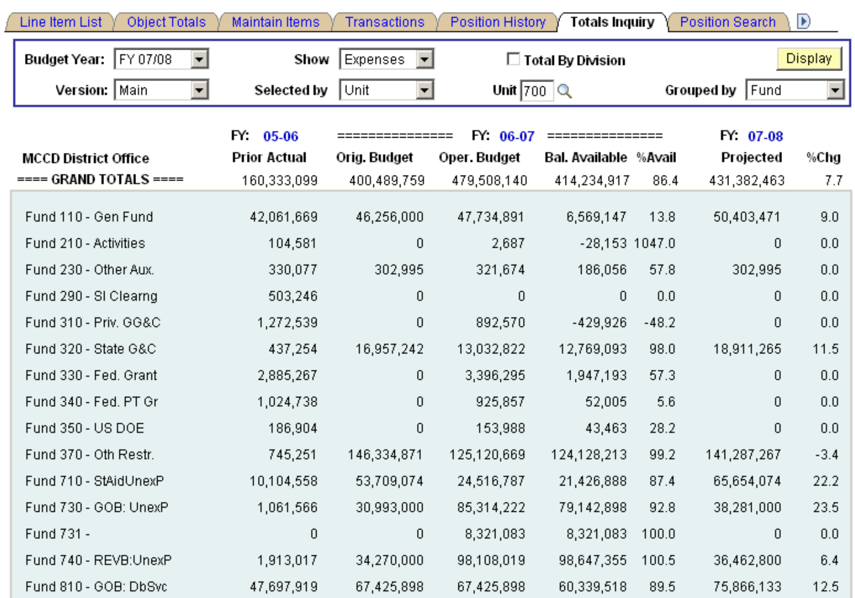
The Totals Inquiry panel enables the user to view totals in various ways within a budget year.

To Inquire on Totals:

1. Select Totals Inquiry
2. Select a budget year and version.
3. Select expenditures or revenues.
4. Make a selection in the “Selected By” box. This selection will determine your next choice. For example, if you choose fund group, the next choice will be which fund group. If instead you select, unit, the next box to select from will be a list of units.
5. You must select data in all fields for data to be returned.
6. As you tab out of the last required field, totals will appear. Otherwise, click on Display.
7. To change any parameter, repeat the selection process and click on Display.

Some notes:

1. Totals by division also are available. This is of particular interest to District Office staff.
2. Fund Group refers to all funds within a series. For example, Fund Group 2xx includes funds 210 through 290. Fund 7xx includes funds 7xx through 8xx.
3. Home Unit refers to the parent of particular centers or campuses. For example, Phoenix College is the Home Unit for the City Colleges Center and Mesa Community College is the Home Unit for the Red Mountain Campus. Grouping by Home Unit aggregates its units.

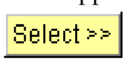


MCCD District Office	FY: 05-06 Prior Actual	Orig. Budget	FY: 06-07 Oper. Budget	Bal. Available	%Avail	FY: 07-08 Projected	%Chg
==== GRAND TOTALS ====	160,333,099	400,489,759	479,508,140	414,234,917	86.4	431,382,463	7.7
Fund 110 - Gen Fund	42,061,669	46,256,000	47,734,891	6,569,147	13.8	50,403,471	9.0
Fund 210 - Activities	104,581	0	2,687	-28,153	1047.0	0	0.0
Fund 230 - Other Aux.	330,077	302,995	321,674	186,056	57.8	302,995	0.0
Fund 290 - SI Clearng	503,246	0	0	0	0.0	0	0.0
Fund 310 - Priv. GG&C	1,272,539	0	892,570	-429,926	-48.2	0	0.0
Fund 320 - State G&C	437,254	16,957,242	13,032,822	12,769,093	98.0	18,911,265	11.5
Fund 330 - Fed. Grant	2,885,267	0	3,396,295	1,947,193	57.3	0	0.0
Fund 340 - Fed. PT Gr	1,024,738	0	925,857	52,005	5.6	0	0.0
Fund 350 - US DOE	186,904	0	153,988	43,463	28.2	0	0.0
Fund 370 - Oth Restr.	745,251	146,334,871	125,120,669	124,128,213	99.2	141,287,267	-3.4
Fund 710 - StAidUnexP	10,104,558	53,709,074	24,516,787	21,426,888	87.4	65,654,074	22.2
Fund 730 - GOB: UnexP	1,061,566	30,993,000	85,314,222	79,142,898	92.8	38,281,000	23.5
Fund 731 -	0	0	8,321,083	8,321,083	100.0	0	0.0
Fund 740 - REVB:UnexP	1,913,017	34,270,000	98,108,019	98,647,355	100.5	36,462,800	6.4
Fund 810 - GOB: DbSvc	47,697,919	67,425,898	67,425,898	60,339,518	89.5	75,866,133	12.5

7.7 Position Search

Position Search allows all users to search for positions (job titles) or employees (employee names). It also allows searches on various other attributes of employees or positions, such as Unit, Salary plan (similar to employee group), grade, step, employee ID, or position number. Searches on social security numbers are not available. It is possible to search all positions in each unit. Position Search can be accessed as a tab within Maintain Budget Items through the Main Menu.

To Use Position Search:

1. Choose the year and version you wish to search.
2. You can narrow your search by entering values in one or more of the various search qualifier fields on the top two rows of the panel.
3. Search can return results in one of two ways. This is controlled using the tiny **checkbox** labeled as **‘1’**, just to the right of the **Search** button.
4. To see positions only as of their last update, be sure the tiny box is **Checked on**.
5. To see positions with all updates, including former occupants and so on, **clear** the Checkbox.
6. Now you are ready to run your search. Left-click on the **Search** button.
7. A count of rows found appears to the right of the **Search** button when the query completes.
8. Clicking on the 

button on a returned position line will take you to the **Maintain Items** panel in order to view or update that account and position line.

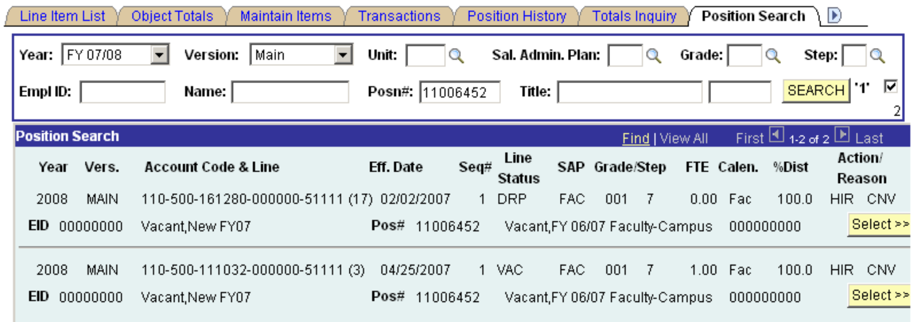
Note that the first row of search qualifier fields will always **narrow** the search, by seeking a certain Unit, **AND** a certain Salary Plan, **AND** a certain Grade. For example, if you chose Unit **100**, the **Faculty** salary plan, grade **90** and step **12**, you only would see positions that met **all** those criteria. If no records existed for this search, no records will be displayed.

In contrast, the second row operates with an **OR** functionality. If you enter selection criteria on this second row of search qualifier fields, your search would produce positions that met **any** of the selected criteria. For example, if you enter a name of “**Smith**” and a title of “**Director**”, and a position number of “**01001234**”, the search would produce all items that met any one of these criteria, including all Smith’s, with any first name, and any positions which have a title that begins with “Director”, and all fundings of position “01001234” regardless of occupant or title.

If you include parameters for both the first and second rows, your search will find position rows that fulfill ALL of the first-row “AND” qualifiers, and then it will select from that narrowed population all positions that meet any of the “OR” conditions you supplied on the bottom row of qualifiers.

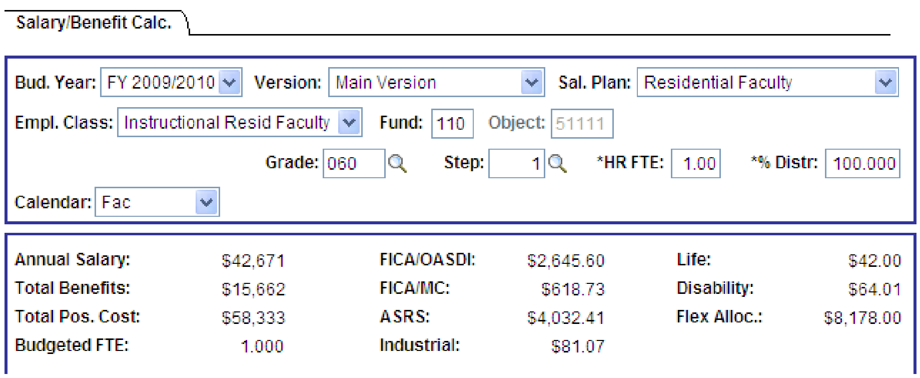
If specific information about a position is known, the search can be on that field. For example, you may know a person’s name or title or (unlikely as it is) employee ID or position number. The Name and Title fields are NOT CASE SENSITIVE.

In addition, with those two fields you can use the Oracle relational wildcard character of “%” (percent sign) to search for parts of names or titles that do not appear first (leftmost) in the field. Search for “%Debra” to find all employees with a first name of Debra. Search for “%Analyst” to find all kinds of Analyst job titles. The **Position Search** panel as it appears with position number entered:



7.8 Salary Calculator

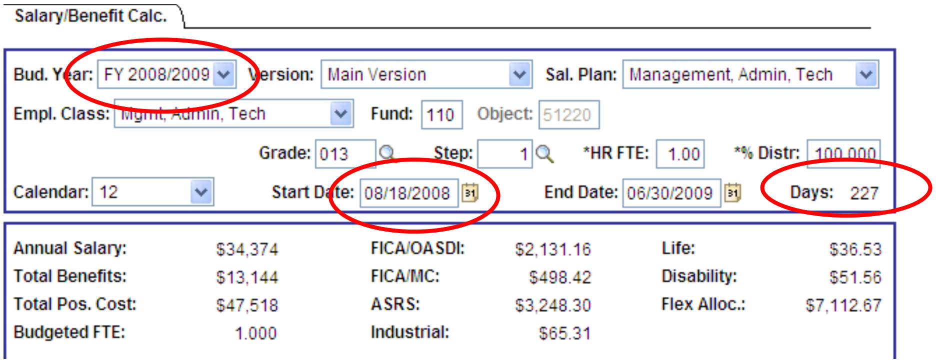
The Salary Calc panel enables the user to view amounts pertaining to a particular salary. Use has no impact on budget totals. The salary calculator can be accessed as a tab (right of the Position Search tab) under Main Budget Item and from the Main Menu as shown below.



To Use Salary Calc:

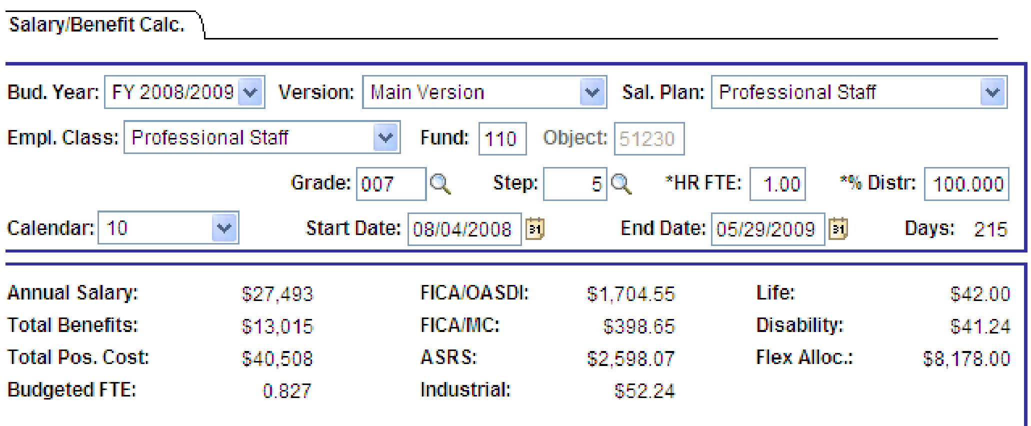
1. Choose the year and then version (Note: underlying salary tables are both year and version specific; however, the default is the projected budget year and the MAIN version.)
2. Choose a Salary Plan, which is tied to particular object codes. Employee class refers to classes of employees such as OYO, specially funded, MSC employees. In most instances, the default to salary plan would work for you, but you might need to change employee class if you are inquiring on an employee other than a regular employee. For example, if you selected residential faculty as your salary plan but wanted to inquire on salaries for faculty at the MSC, you would need to change the employee class to “Skill Center”.
3. Use salary plan **NON** to check non-position Salary Pool options.
4. Other parameters will change to default settings with the selection of a Salary plan. At this point the user could skip to Fund or may need to first modify the employee class. (see below for reasons why a user would modify employee class).
5. There are some variances in benefit rules among funds so be sure you are inquiring against the fund you are interested in.
6. Select the appropriate grade, fund, FTE and calendar.
7. The salary and benefits for your inquiry will be displayed.

Pro-rate salary/benefits: The Salary/Benefit Calculator was revised in September, 2008 for more accurate pro-rated information. When selecting the current fiscal year (e.g. FY08-09) “START DATE” and “END DATE” boxes will appear on the panel. [NOTE: IRR used to provide dates; however, this is no longer an option.] You can prorate a position by changing the dates. The salary and benefits (including Flex and Life Insurance) will automatically be prorated based on those dates and the number of days.

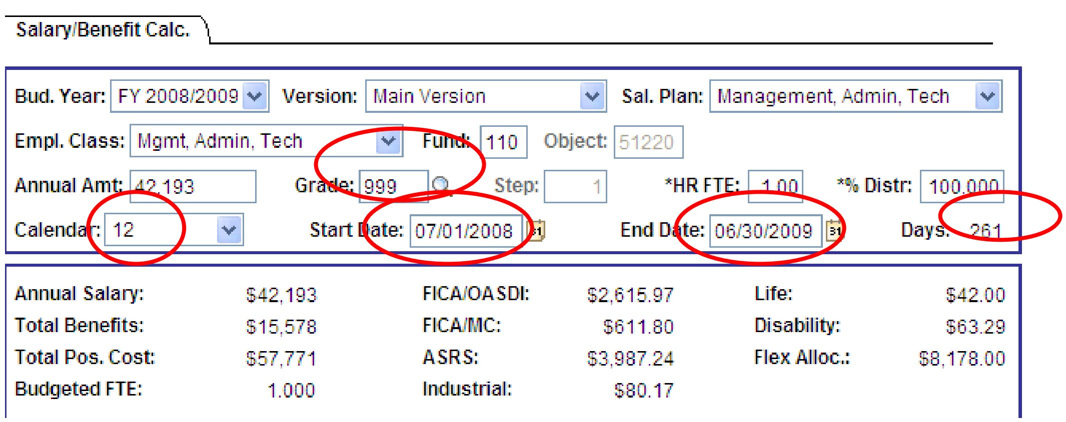


Hints about using Salary/Benefit Calc for Pro ration:

1. Pro ration is only available for the *current fiscal year*. You can prorate a position by filling in the usual position information (Salary Plan, Grade, Step, Calendar, FTE, Distribution, etc) and make changes based on dates, distribution, or calendar.
2. The revised panel now allows you to see the dates and values if you want to calculate a position at 9 month or 10 month appointment (as shown below), as well as the usual 12-month (e.g. for PSA, MAT, Craft, etc).



3. Off-grid pro ratio is accomplished in a similar manner except that when selecting Grade 999 or Step 24 or 25, you can fill in the contract amount. {NOTE: this should be used for Athletic Specialist positions.)



4. No pro ration is available for NON grid salaries; this option is to be used for salary pool amounts.
5. Skill Center positions can be prorated by choosing Salary Admin Plan 'Maricopa Skill Center' and the correct object (51220, 51230, 51270).

8. Setup

Numerous functions are included under setup. BDS users in the Budget Office generally can update all Setup functionality. College and District Office divisional users cannot update this information but can view the functionality and setups. Generally speaking, this functionality applies global changes to data; hence the restrictive access. The following screen print shows the functionality available under Setup.

8.1 Maintain Security

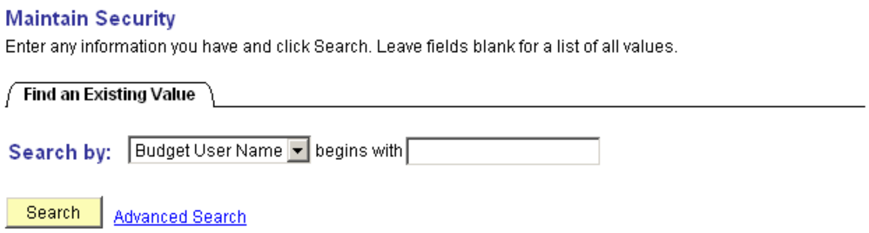
For Budget Office Use Only

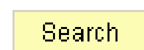
In brief, security on the system is maintained by setting user profiles (Maintain Security) and securing versions (Maintain Versions). If a version is NOT set to allow update access to any or particular classes of users, the version is view only. Note that all users have access to view and print all data at all times. If a user has read only access or is restricted to updating only particular units, all or much of their access will be read only, even if the version security generally allows widespread access.

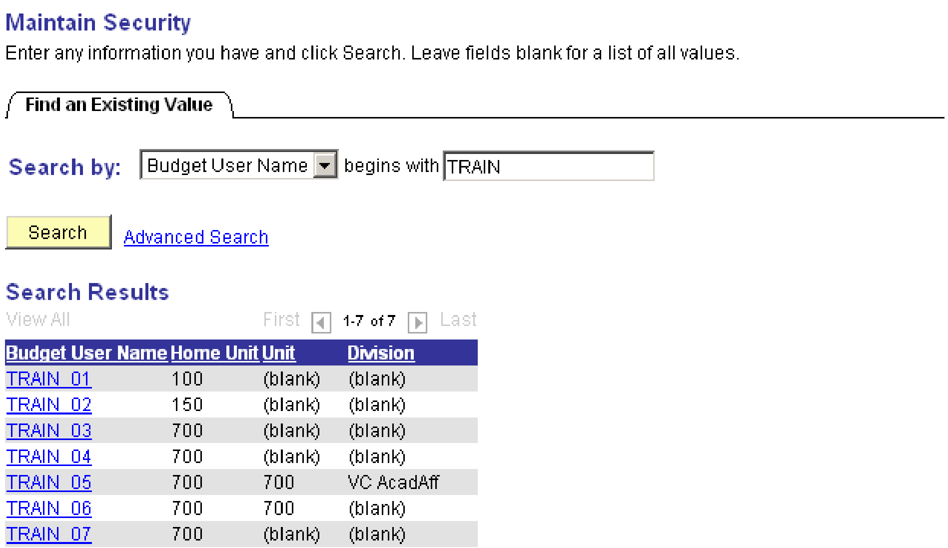
To request or update access to BDS, send an email to Lulut Clow, with the person's name, college, whether the person needs view only or update access and the units/divisions that they will be updating. Please indicate the purpose of this access.

To set up a user for the first time, the user first must be setup in People Tools. Follow the procedure below:

1. Click on MCCD Develop Budgets – Setup – Maintain Security

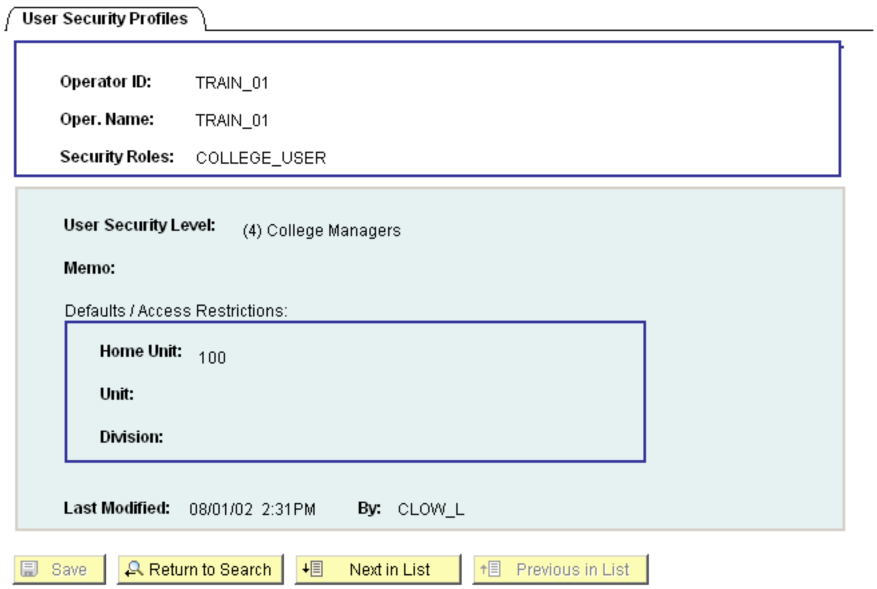


2. Open an existing user who has the same access profile as the user you are trying to create. Change the user's name to the new user's last name, first name. Enter the password twice as shown, generally "NOTHING" or whatever is appropriate, and Save the profile.
3. Next, the user must be setup in BDS by a District Budget Office staff member. While college and District Office division users cannot setup security, they can go into Update/Display All to view security setups. Be sure you remember the "system access name" you used in the previous step.
4. Next, click on Home – MCCCD Develop Budgets – MCCCD Develop Budgets – Setup – Maintain Security
5. Search by either Budget User Name or Home Unit
6. Select **Add New Value** if this is the first time and follow the steps or click  if the access is to be modified.



Budget User Name	Home Unit	Unit	Division
TRAIN_01	100	(blank)	(blank)
TRAIN_02	150	(blank)	(blank)
TRAIN_03	700	(blank)	(blank)
TRAIN_04	700	(blank)	(blank)
TRAIN_05	700	700	VC AcadAff
TRAIN_06	700	700	(blank)
TRAIN_07	700	(blank)	(blank)

The levels of security access are shown in the panel below. Level 2 has the highest access, after our programmer of course, whose access is not even represented here.



User Security Profiles

Operator ID: TRAIN_01

Oper. Name: TRAIN_01

Security Roles: COLLEGE_USER

User Security Level: (4) College Managers

Memo:

Defaults / Access Restrictions:

Home Unit: 100

Unit:

Division:

Last Modified: 08/01/02 2:31PM By: CLOW_L

Save | Return to Search | Next in List | Previous in List

The following describes user security access profile rules.

DBO Manager (level 2)

District Budget Office staff who will update benefits, run meet and confer, and manage security. No home unit is required, but it will be used as a default for searches if the user works mostly in a particular unit.

DBO Analyst (level 3)

Remaining District Budget Office staff who need update access to all units. No home unit is required, but it will be used as a default for searches if the user works mostly in a particular unit.

College Manager (level 4)

College or District Office staff who would update an entire college as well as its centers and campuses. You must set a Home Unit value which will limit their budget updates to all Units which fall within this user’s Home Unit. You may also set a Unit value to further contrain updates to only that unit.

College/Division Users (level 5)

College and District Office staff who are responsible for updating just the budget of a campus, center or division of a unit. You must set a Home Unit value which will limit their budget updates to all Units which fall within this user’s Home Unit. You may also set a Unit value to further contrain updates to only that unit. If this user is a District Office divisional user, then set the home unit, unit and division number to 700, 700, and their appropriate division.

Department Users (level 6)

This is not implemented at this time but if implemented may allow updates to individual accounts only.

Read only (level 7)

For employees who will never update BDS in any way but require view access to perform their duties.

8.2 Maintain Versions

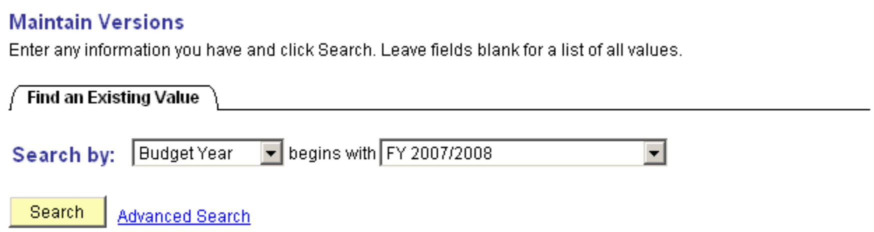
Maintain versions, along with Maintain Security, serve as the two controls on update access to BDS. Only District Budget Office staff with a DBO manager security profile can update the Maintain Versions functionality and panel. All other BDS users can view the panels, however.

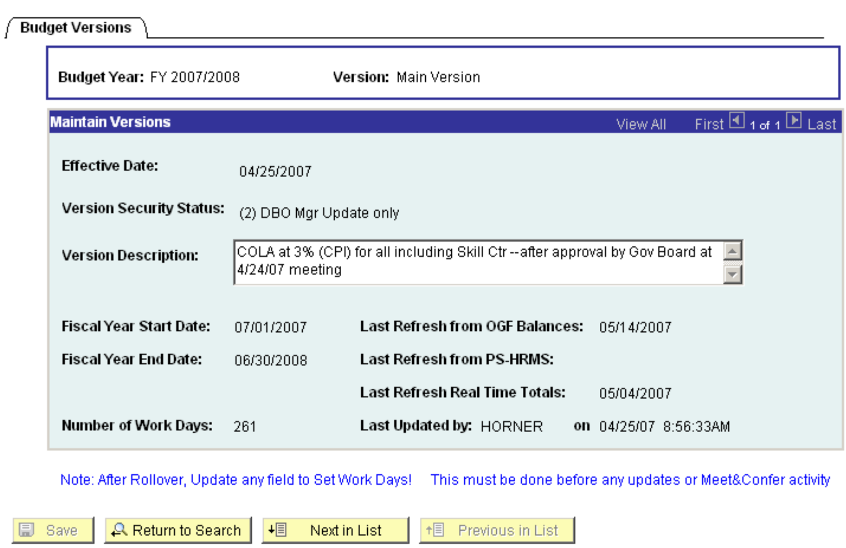
One primary purpose of Maintain Versions is to set security on a budget version. The following screen print shows the version status possibilities that are available.

A second but important purpose is that the number of days in the year must be updated in Maintain versions AFTER rollover but BEFORE someone runs meet and confer processes. If this is not done, calendars less than 12 months will not calculate properly. BDS will do this automatically as long as a field on the maintain versions panels is updated. The user can change the field back to the original choice and then save.

To Maintain Versions:

1. Go into Setup, Maintain Versions
2. Check the Correct History option if you are making a change, or click Search to view all version, or click Add New Value to secure a new version.
3. Select the year and version.
4. Press OK.
5. Make your change.
6. Update the memo field as required.
7. Save.





Rules Regarding Versions:

1. Adopted budgets and prior year versions always should be set to **Permanent Read only**. To revoke this setting, a programmer must do an SQL update on the MB_BUD_VERSION table to reset the version status.
2. Prior versions for the fiscal year under development should be set at Read only (level 1) to allow the version to be set to updateable status by the DBO manager if updates are needed.
3. If widespread updating by all users is permitted, the Main version should be set to College division users, level 5. Otherwise it should be at level 3, DBO staff updates allow.
4. Do not set the adopted budget (Main) for the fiscal year under development to 0, permanent read only, until you rollover this budget to a new fiscal year. If you set the version to 0 before the roll, the new version will copy to with a version security of 0. You will then need a programmer to reset the version security.
5. DBO staff needs to remember to update work days in the Main **version immediately after any MB_110 with the Rollover option set on.** This must be done **before** any updates on the newly rolled budget version, **before** any version copies within the new year, and **before** any Meet and Confer runs in the new year! BDS will recalculate the days as long as a DBO manager updates any field and Saves; the field then can be restored to its original state, if appropriate, and Saved again.

8.3 Maintain Benefits Rates

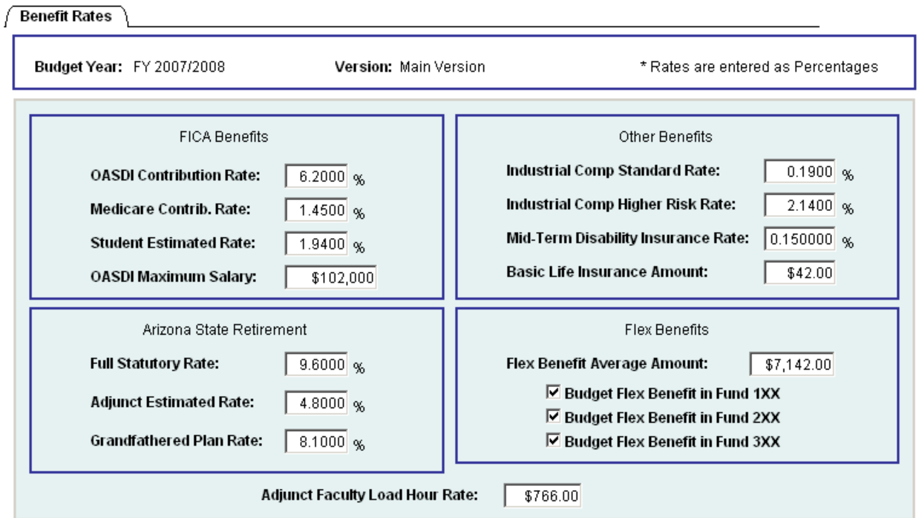
The Maricopa Community College District currently budgets salaries and wages for Board approved and part-time positions. Therefore, benefit budgets exist in Object Code range 52000. Benefits include both statutory benefits (e.g., employer paid social security and Medicare) and flex benefits (e.g., health and dental insurance). Statutory benefits are also associated with wages such as part-time employees, overtime dollars and extended contracts. Other categories, such as In-Lieu Auto, also have benefits associated with them. Only those people with “DBO Manager’ security access will be allowed to update or change benefits rates in the system.

BDS automatically calculates benefit budgets based on these rates settings, the benefit control flags set on each object code setup, some specific rules programmed into the System, and of course salary amounts.

To Maintain Benefit Rates

1. Go to “Setup”, “Maintain Benefit Rates”
2. Choose your budget year and version. REMEMBER THAT CHANGING THE BENEFIT RATES WILL AFFECT THE RATES FOR ALL FUTURE POSITION CHANGES OR MEET AND CONFER RUNS FOR THE YEAR AND VERSION INDICATED.
3. Input your changes and save your work
4. Benefits will be applied if a position is updated or if you run “Meet and Confer”. MEET AND CONFER MUST BE RUN TO MAKE GLOBAL CHANGES IN BENEFITS. **GLOBAL CAHNGES WILL NOT OCCUR IF YOU HAVE NOT RUN MEET AND CONFER.**

Figure 1:



Note: To add benefits to a new or existing object code, a programmer must revise programming code.

Benefit Object Codes

52110 FICA
52120 State Retirement (ASRS)
52130 Medicare
52310 Life Insurance
52410 Disability Insurance - LT
52430 Workmen's Compensation
52999 Flex Benefits

Benefits Definitions

FICA & Medicare (OASDI)[1]:

Every employee is required to pay federal and state taxes. Employer contributions are required for social security and Medicare benefits among other things. Most wage categories are subject to FICA. FICA is calculated as a rate applied to salaries and benefits. OASDI has a maximum salary cap that varies from year to year. Any salary over this cap is not taxed. However, Medicare has no cap. Therefore, if Medicare is budgeted separately, the budget will increase. Full-time students do not pay into FICA or Medicare except in summer months if they are not enrolled in classes.

State Retirement:

All Board approved employees are required to participate in the Arizona State Retirement System (ASRS). Employees must make a contribution to the plan if they work twenty or more hours a week for twenty weeks. For Faculty, one load hour is equivalent to two clock hours. Employers are also required to match the contributions. The withholding rate fluctuates each fiscal year based on actuarial assumptions and is currently 9.6% of salaries and wages for FY07-08.

Life Insurance:

Eligible employees are automatically provided with $15,000 of term life insurance. Maricopa currently budgets $42 for each position to cover this. The amount is subject to yearly change based on costs.

[1] OASDI: Old Age Survivors and Disability Insurance

<u>Disability Insurance (Long Term):</u>

Long-term disability insurance provides financial protection if an employee is unable to continue working. This coverage is automatically provided through the Arizona State Retirement System. Maricopa currently budgets this at a rate of 0.15%. The amount is subject to yearly change based on costs.

<u>Workmen's Compensation:</u>

Employers are required to have coverage for employees who suffer on-the-job injuries. This amount is currently budgeted at 0.19%. Some employee groups, such as Crafts, M&O, and Safety have a higher risk rate, currently at 2.14%. The rates are subject to yearly change.

<u>Flex Benefits:</u>

Maricopa Community Colleges offer a "Cafeteria" plan for health, dental, short-term disability and supplementary life insurance. Each employee is given "flex dollars" based on their personal profile and allowed to choose from a variety of insurance options. If their choices exceed their allocation, they are responsible for paying the difference. If there are "flex dollars" remaining after they have chosen their coverage, they receive a portion back as taxable dollars.[2] For FY08, flex dollars are budgeted at $7,142 per FTE in Funds 1, 2, and 3. BDS allows budgeting for Early Retirees with FTE. The flex rate is $1,500. In Add or Update mode in Maintain Budget Items, press the "More" button. Type $1,500 in the Flex Benefit field, press OK and save.

<u>Miscellaneous Benefits:</u>

Also included on the Benefit Rates panel is the Adjunct Faculty Load Hour Rate. For FY07-08 the rate is $766, this is the amount per credit hour that adjunct faculty are paid to teach. This rate also applies to summer school for regular faculty. Adjunct faculty pay into ASRS if they work more 10 or more load hours for twenty weeks. Their ASRS rate is currently budgeted at half the full rate, assuming that 50% of adjunct faculty exceed the load hours.

Benefits in the Budget Development System

There are several ways to locate the rates and amounts of benefits depending on your goal. To view all rates, go to "Setup" – "Maintain Benefit Rates" – "Search". This panel lists all the current rates. Each object code will list the benefits associated with that line. Go to the "Maintain Items" panel to see the specifications. The "Line Item List" panel and "Object Totals" panels will list the benefits by object code in sum for that unit. To find out how much the benefits would cost for a position, go to "Inquire" – "Salary/Benefits Calculator".

<u>Finding Benefit Rate and Amounts:</u>

- ✓ Benefit Rate Update
- ✓ Line Item List
- ✓ Maintain Items
- ✓ Object Totals
- ✓ Salary Calculation

[2] Employees hired prior to 1984 receive 80% back (decreased from 85% this fiscal year) while those hired after 1984 receive 50%.

Benefits Rules

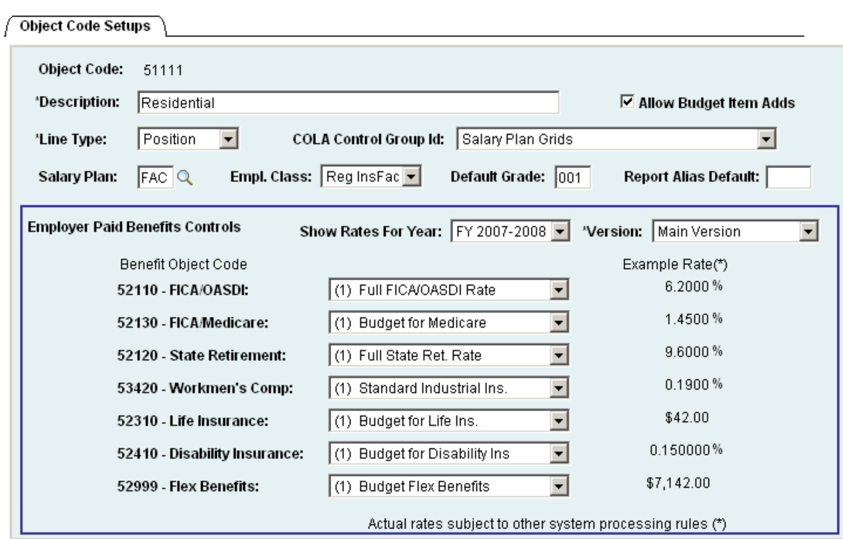
Only object codes in the 51xxx series receive benefits and are subject to benefits "rules". These are noted and are available for updating in Maintain Object Codes. These rules determine what benefits levels will be budgeted for positions or salary pools created or updated within these object codes. Following is a list of the object codes and their respective rules as of this writing:

51111:	All Benefits
51112 – 51116:	Full FICA, Medicare, Retirement and Workmen's Compensation
51121:	Full FICA, Medicare, Workmen's Compensation. State retirement (ASRS) if board approved; if adjunct and have worked 10 or more load hours (equal to 20 regular hours) for 20 weeks consecutively
51122:	Same as 51121 except for evening classes. Evening class instructors must pay Medicare and either pay into FICA or contribute a minimum of 7.5% to a TSA.
51124:	Same as 51121
51125:	Same as 51121
51128:	Same as 51121 except for evening classes (see 51122)
51210:	All benefits
51220:	All benefits
51230:	All benefits
51240:	All benefits; higher risk Workmen's Compensation rate
51250:	All benefits; higher risk Workmen's Compensation rate
51260:	All benefits
51270:	All benefits; higher risk Workmen's Compensation rate
51316:	No FICA or Medicare. If not enrolled as a student in summer, must pay FICA.
51310	FICA and Medicare; no State retirement unless they have worked 10 or more load hours for 20 weeks

To check rules for object codes, go to "Maintain Object Codes" and put in the object code number. All benefits rules will come up.

Making Benefits' Rules Changes

Object Code Panel with Benefits



Warning!

Changing a Benefits Rule will affect ALL versions for that fiscal year. Use Extreme Caution!

Unlike Benefits Rates that are exclusive to a year and version, any changes to an Object Code Benefits Rule will affect ALL versions for any fiscal year. Therefore, extreme caution should be used when making the decision to change a rule. Rules can be changed in the "Maintain Object Codes Panels. Meet & Confer must be run to effect the changes globally.

There are some cases in which BDS uses override programming code that modifies the behavior specified by the Object Code benefits rules for certain special cases. One significant programmed rule eliminates several benefits and cuts the State Retirement rate in half if you are budgeting in an object code normally used for Positions, but are instead setting up a non-position Salary Pool (in Faculty/51111 for example) to hold additional funds that will be allocated out to cover some intra-year adjustments.

Frequently Asked Questions

1. ***Where can I see which object codes have which rate applied to it?***

   Go to "Setup" – "Maintain Object Codes". Input an object code and the panel will show you the rules and rates. You can select a year and version for which you want to see the Benefit Rates that would theoretically apply to this object code, **subject to the other programmed rules of the system.** This panel is where benefit rules can be changed. Use extreme caution when changing a rule as again, it impacts ALL VERSIONS. Nothing will happen at the moment that you save your changes—the changes do however become effective immediately, and will be reflected in any personnel line updates or any Meet & Confer processing that is subsequently performed.

2. ***If I need to change a rule, what do I do?***

   Depending on your security access, rules can be changed in the "Maintain Object Codes" panel (see Question #1).

3. ***If I change a rule or a benefit rate in BDS, will it change in the Meet and Confer model?***

   As already stated, Meet and Confer must be run each time there is a change. If you want to apply only benefits adjustments, be sure all the COLA options in Meet and Confer are set to zero when you run the M&C Calc option.

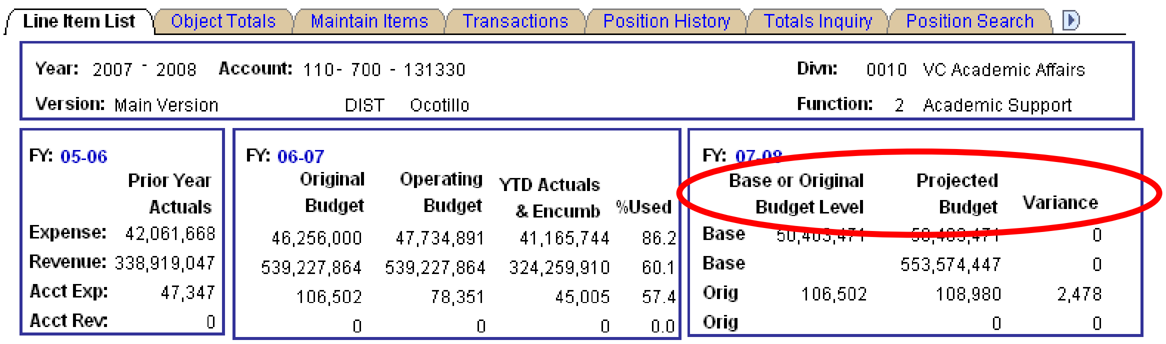
4. ***Why doesn't the salary calculator match the benefits rules on the object codes panel?***

   The object codes panel is not fund specific; the salary calculator, in most cases, is. The benefits rule may say "Budget for Flex Benefits" or "Budget Half FICA Rate" but it will not come up on the salary calculator if these rules do not apply to that fund. See above "Testing of Benefits' Rules Changes".

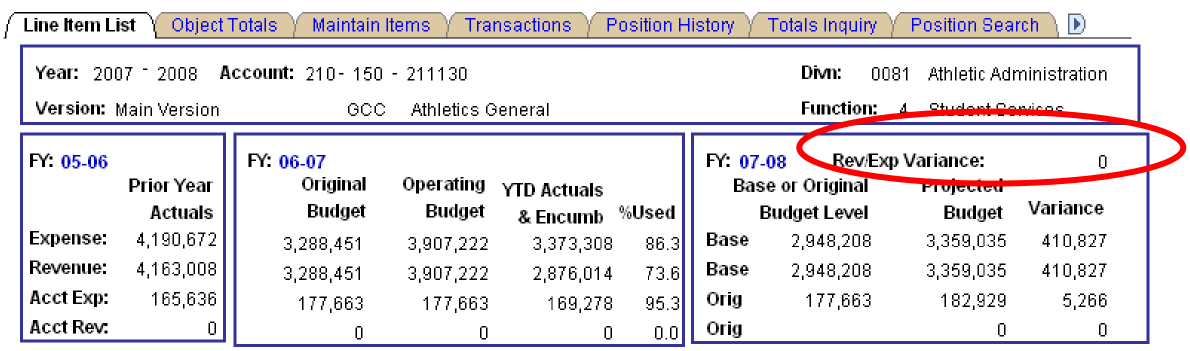
8.4 Maintain Base Budgets

Each college and each district office division is provided a base budget in fund 110 to which it is asked to balance its expenditure budget each time BDS is open for updating. Similarly, a base budget is provided for fund 210 through a FAC approved college activity allocation spreadsheet. Revenues and expenditures must balance in fund 210.

BDS includes a field in the Maintain Items, Line item list that shows the base budget. It is compared to the actual total of the projected budget and a variance is shown for users to easily see the variance between the base and projected budgets. In the following screen shot, note the portion of the panel labeled FY07-08, and the header "Base or Original Budget Level".



In fund 2xx and above, BDS also compares revenues and expenditures by fund to show that they are in balance. Note the same panel area in the screen shot below. It now includes a "unit rev/exp fund variance" in the far right top part of the panel.

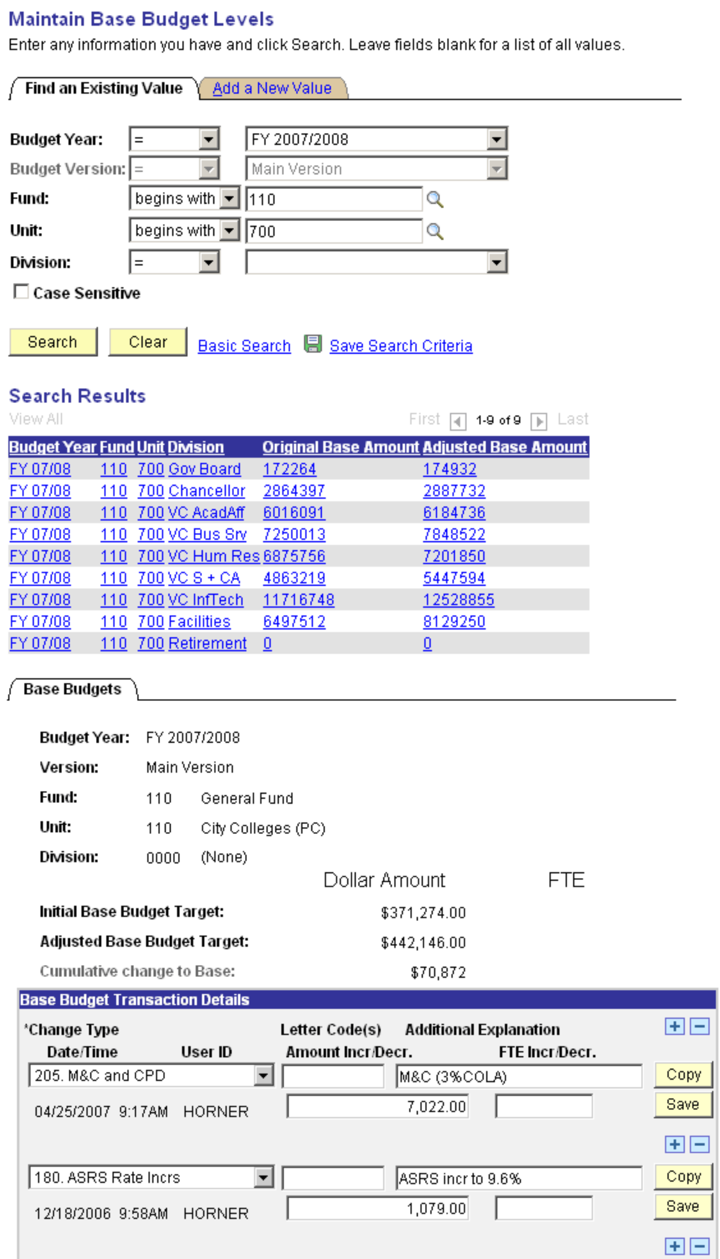


Maintaining the base budget targets can only be done by someone with DBO manager security. The source documents are base budget reconciliation report (for fund 110); and college activities spreadsheet (for fund 210).

Note that each budget version is likely to have a different base budget, reflective of the overall progression of budget development for the District. At some point, it is hoped that we can attach these spreadsheets to the appropriate versions. After running meet and confer and making any other last changes, the base budget in the final BDS version that goes to the Governing Board for final adoption needs to be updated to show this final base.

To Maintain Base Budgets:

1. Select Setup, Maintain Base Budget levels.
2. Choose the Budget Year; note that the version always defaults to Main.
3. Choose the fund, unit and, if appropriate, division.
4. Press Enter or click Search
5. Revise the Adjusted Base Budget as required, by entering the net increase or decrease transaction.
6. Note that the variance should adjust accordingly.
7. Save.
8. Check an account within the fund, unit and, if appropriate, division to verify that the update occurred.
9. FTE Base Budgets are not implemented but may be used in the future if needed.



Maintain Base Budget Levels

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Budget Year: = FY 2007/2008

Budget Version: = Main Version

Fund: begins with 110

Unit: begins with 700

Division: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Budget Year	Fund	Unit	Division	Original Base Amount	Adjusted Base Amount
FY 07/08	110	700	Gov Board	172264	174932
FY 07/08	110	700	Chancellor	2864397	2887732
FY 07/08	110	700	VC AcadAff	6016091	6184736
FY 07/08	110	700	VC Bus Srv	7250013	7848522
FY 07/08	110	700	VC Hum Res	6875756	7201850
FY 07/08	110	700	VC S + CA	4863219	5447594
FY 07/08	110	700	VC InfTech	11716748	12528855
FY 07/08	110	700	Facilities	6497512	8129250
FY 07/08	110	700	Retirement	0	0

Base Budgets

Budget Year: FY 2007/2008

Version: Main Version

Fund: 110 General Fund

Unit: 110 City Colleges (PC)

Division: 0000 (None)

	Dollar Amount	FTE
Initial Base Budget Target:	$371,274.00	
Adjusted Base Budget Target:	$442,146.00	
Cumulative change to Base:	$70,872	

Base Budget Transaction Details

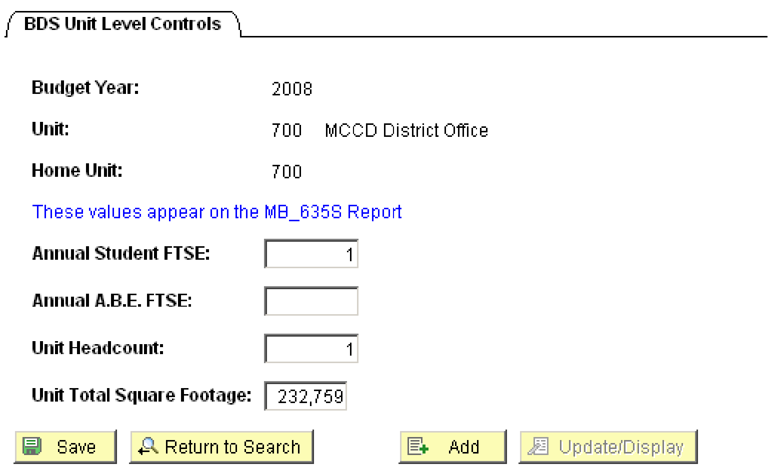
*Change Type / Date/Time, User ID	Letter Code(s) / Amount Incr/Decr.	Additional Explanation / FTE Incr/Decr.	
205. M&C and CPD		M&C (3%COLA)	Copy
04/25/2007 9:17AM HORNER	7,022.00		Save
180. ASRS Rate Incrs		ASRS incr to 9.6%	Copy
12/18/2006 9:58AM HORNER	1,079.00		Save

8.5 Maintain Unit Controls

The purpose of this functionality is to store statistical data that is used in reports to provide costs per unit. In particular, it stores FTSE, headcount and square footage for use in the 635S. It only can be updated by someone with a DBO manager security profile.

To Modify Unit Controls:

1. Go into Setup, Maintain Unit Controls.
2. Search either by Budget Year or Home Unit
3. Choose **Add a New Value** to add controls for the first time; to update, choose **Search.**
4. Enter data concerning the year, unit and home unit.
5. Enter revised statistical data.
6. Save.
7. Run the MB_635S to window to see if your changes were accepted.



8.6 Maintain Report Aliases

Crystal reports are a powerful report writing tool. At some point, it is hoped that all budget schedules can be generated by BDS. Some of these reports are grouped by account or some combination of account and object code, functional totals or unit totals. In these instances, a traditional report run by the parameters of function or object or total does not work well. The **report alias** provides the ability to dynamically change how data is grouped on reports without having to modify the report program source code.

As of this writing, instructions on the use of this function are not included as this has been a programming responsibility. When budget book report testing commences and this functionality is used, instructions will be included in this manual. The basic issue is that a data item, for example charge center values, can be grouped together into a higher level entity such as various kinds of revenue sources that are not clearly indicated by object code assignments alone.

Maintain Report Aliases

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Budget Year begins with FY 2007/2008

Search Advanced Search

Search Results

View All First 1-20 of 20 Last

Budget Year	Report Alias Group ID	Description
FY 07/08	FBA664	Total Original Budget vs. Projected Budget FTE
FY 07/08	FTE_GROUP1	FTE Changes Report Groupings
FY 07/08	FUNC_GRP	Functions as defined in Budget Book
FY 07/08	FUND_MAP	Maps Fund values to Charge Center Ranges
FY 07/08	GRP_701A	Special Grouping of line items for Schedules
FY 07/08	GRP_701B	Special Grouping of lines for All Funds Schedules
FY 07/08	GRP_701S	Special Grouping of line items for Schedules
FY 07/08	GRP_AUX1	Auxiliary Fund 2, Revenue and Expenditure Summary
FY 07/08	MB_206	FUND 1 REVENUE
FY 07/08	MB_213D	Budget Book Report MB_213D Exp. Summary by Object
FY 07/08	MB_213F	Budget Book MB_213F Budgeted Positions by Object
FY 07/08	MB_213F_OC	Report MB_213F Object Code row definitions
FY 07/08	MB_223F	Budget Book MB_223F Budgeted Positions by Object
FY 07/08	MB_233F	Budget Book MB_233F Budgeted Positions by Object
FY 07/08	OBJ_GROUP1	Object Code Group Ranges
FY 07/08	OBJ_GROUP2	Object Code Ranges for MB_213* Budget Book reports
FY 07/08	RECON_620A	Row groupings for Fund 1 Base Budget Reconcilation
FY 07/08	UNIT_GRP1	FTE Changes Summary Report

8.7 Maintain Pool Accounts

This function allows users to designate particular account line items as **Pool Accounts.** Essentially, this is a reserve or holding account in which salary savings, new allocations or reallocations can be budgeted. Similarly, these funds can be reduced to fund increased salary costs, other cost increases, new positions or other budget lines.

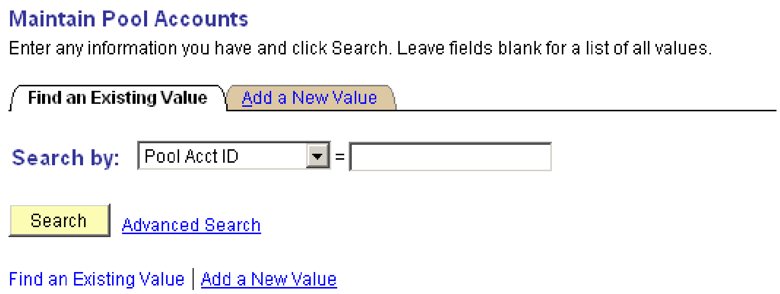
The utility of pool accounts is only evident when used in conjunction with the Offset function. Budget increases in one account can be Offset from the pool account if the Offset button on Maintain Items is pressed. Budget decreases in an account can be offset to the pool account if the Offset button is pressed. Additionally, the Transaction panel will show the Offset if it is saved. This also will show on the 699 Audit report.

Note that pool accounts can be restricted to unit use only or can be set for use by the District Budget Office as well.

Only persons with DBO manager security can set up or modify pool accounts.

To set up a Pool Account:

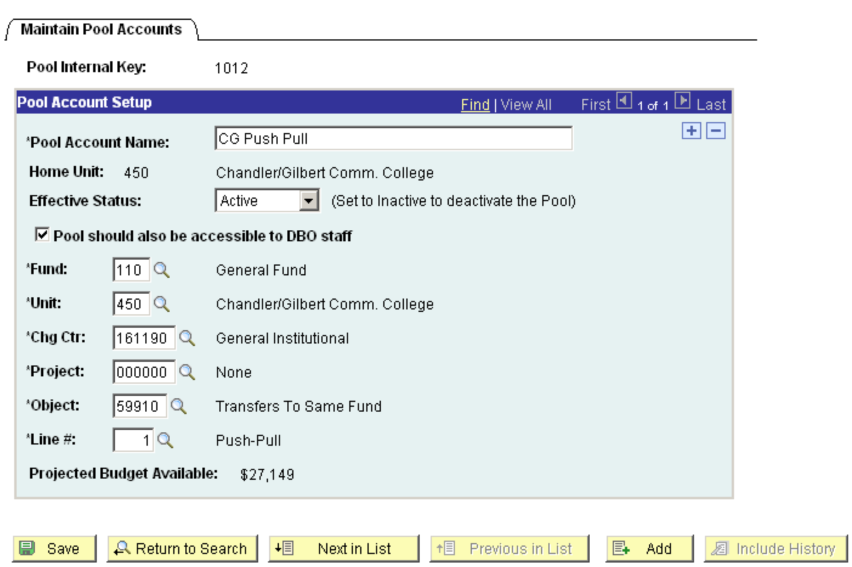
1. Go into Setup, Maintain Pool Accounts
2. Search by account ID or click advanced search to search by Home Unit, Pool Acct. Name, or Pool Acct. ID
3. Enter Home Unit #
4. Select Add a New Value to add a pool account or select Search to modify a pool account.



5. In Add, you will need to input all relevant information to set the pool: name it, set it to active if you wish to use it or inactive if you do not wish to use it, determine and indicate if the pool is to be used by DBO and college/division staff or just college/division staff and all relevant account information.
6. In update/display, you can search to find the pool account you wish to update. Or type in the name or ID if you know this.
7. Update as required.
8. Save your changes.

<u>There are a series of rules to bear in mind about Pool Accounts:</u>

1. Pool accounts are specific for use by users in that unit with the exception of DBO staff, if the account is activated for DBO use.
2. Note that if a Pool Account is activated for use by DBO staff, the pool account will appear in the pick list under Maintain Items AND will appear as a choice of Offset accounts for DBO staff.
3. If the Pool Account is not activated for use by DBO staff, DBO staff will not see this item when they are using the offset and are searching on accounts to offset to. However, DBO staff with DBO manager security status will see the accounts in the Maintain Pool Accounts search list; this allows them the opportunity to update the pool account as required.
4. If a unit does not have any pool accounts designated, it will not be able to use the Offset to a Pool Account function. It first must designate one or more Pool Accounts and have the Budget Office create these.
5. Pool accounts that are deactivated do not appear as options for Offset to a Pool Account use. They do however remain on the master list of pool accounts under Maintain Pool Accounts.

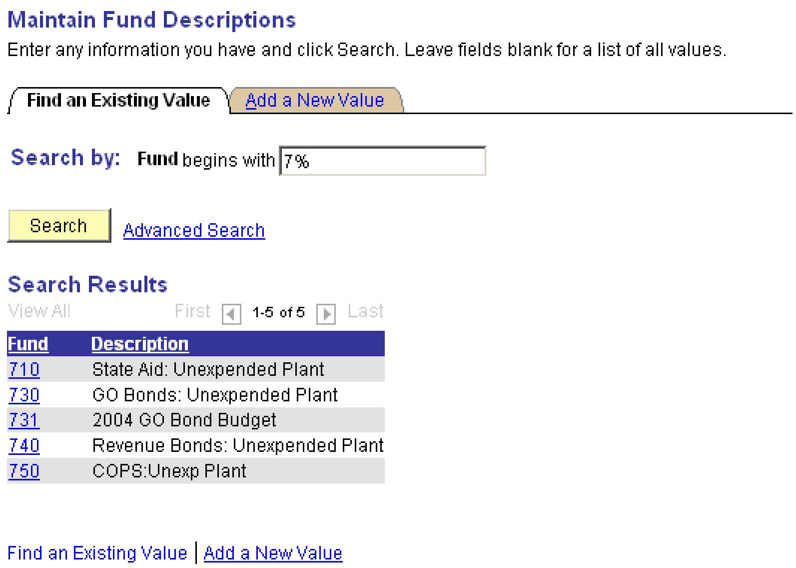


8.8 Maintain Fund Descriptions

Like other items under the Setup menu, this can only be updated by someone with DBO manager security. This functionality is used to add a new fund or to change descriptions. It is not likely to be used unless the Chart of Accounts changes in a significant way.

To Maintain Fund Descriptions:

1. Go into Setup, Maintain Fund Descriptions.
2. Either Select Add a New Value to add a fund, or enter fund # and click Search to modify data.
3. Enter appropriate information.
4. Save.
5. Your changes can be checked by looking at the Use, Maintain Items panel and searching on the fund.



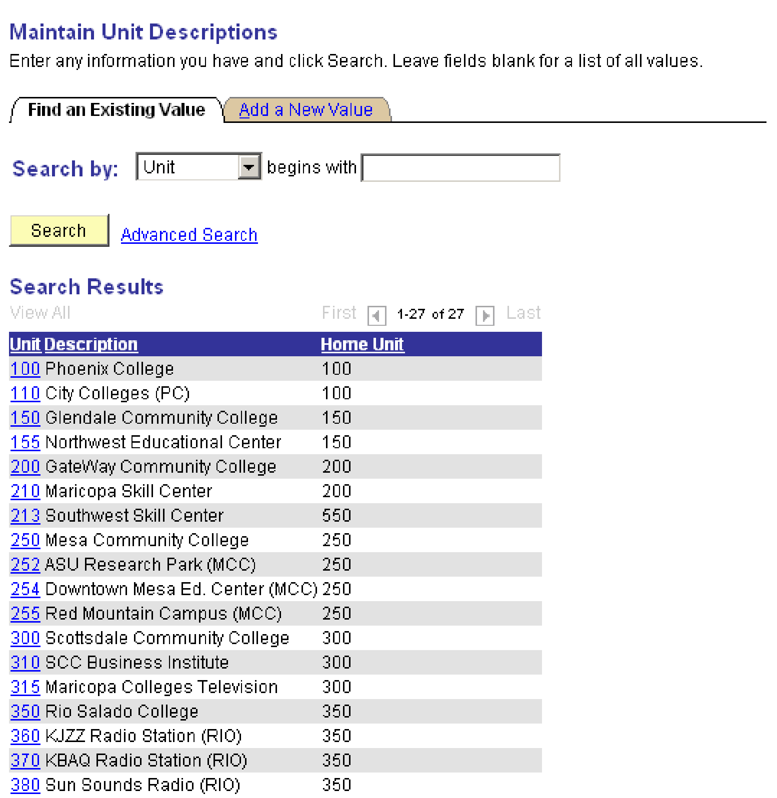
8.9 Maintain Unit Descriptions

Maintain Unit Descriptions can only be updated by someone with DBO manager security. This functionality is used to:

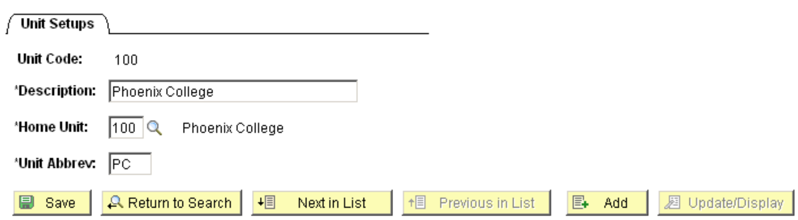
1. Add a new unit or to change descriptions.
2. Change the home unit for a unit. Totals must be recalculated using batch Process MB115 if a home unit is changed.

To Maintain Unit Descriptions:

1. Go into Setup, Maintain Unit Descriptions.
2. Either Select Add a New Value to add a unit, or enter the Unit # and press enter or Search to modify data.
3. Enter appropriate information. Be sure and designate this unit's Home Unit, which should be set to it self if this is a new Home Unit.
4. Save.
5. Run the MB_115 process if you have changed Home Units affiliations.
6. Be sure to check totals to see that the change took effect.



Unit Description	Home Unit
100 Phoenix College	100
110 City Colleges (PC)	100
150 Glendale Community College	150
155 Northwest Educational Center	150
200 GateWay Community College	200
210 Maricopa Skill Center	200
213 Southwest Skill Center	550
250 Mesa Community College	250
252 ASU Research Park (MCC)	250
254 Downtown Mesa Ed. Center (MCC)	250
255 Red Mountain Campus (MCC)	250
300 Scottsdale Community College	300
310 SCC Business Institute	300
315 Maricopa Colleges Television	300
350 Rio Salado College	350
360 KJZZ Radio Station (RIO)	350
370 KBAQ Radio Station (RIO)	350
380 Sun Sounds Radio (RIO)	350



8.10 Maintain Charge Centers

Maintain charge centers can only be updated by someone with DBO manager security.

This functionality has several purposes and effects:

1. Change an account name.
2. Change an account's division tag—remember, MB-115 Re-calc Budget Totals must be run to have the change take effect. If this on-line process is not working, call a programmer to run the process.
3. Change an account's functional designation.
4. Add an account.
5. Reference Department ID and FRS numbers.

To Maintain Charge Centers:

1. Select Setup, Maintain Charge Centers.
2. Select Add New Value if you are adding a charge center, or press Search if you are modifying information.
3. Type in your charge center, add or update all relevant information about the account on the panel that you have moved into and save.
4. If you have added a charge center, you must next go into Maintain Accounts, add. Type in relevant information and save.
5. If you added an account that is designated by a division or if you changed a division, you must run the MB_115 process or have a programmer run this if the on-line process is unavailable. This step only is needed if divisions are effected.

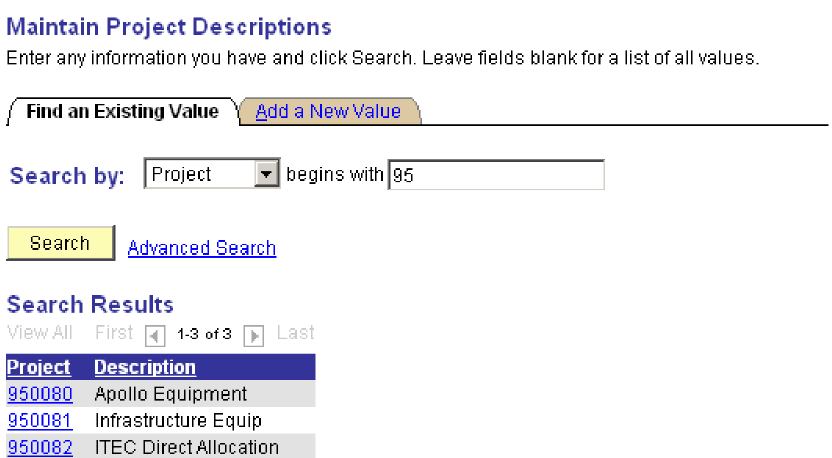
Creation of an account in CFS will NOT allow automatic use of the account in BDS. A DBO manager must enter and save the data through the Maintain Charge Centers and Accounts functionality. The Budget Office has requested that the Controllers office copy us on all correspondence that details information on new accounts and changes in charge centers. This should expedite the account creation and maintenance process in BDS. BDS users are advised to send us an email with the information in the event this practice does not always occur.

8.11 Maintain Project Descriptions

Maintain project descriptions can only be updated by someone with DBO manager security distinction. This functionality is not likely to be used very much at this point since few accounts have this designation. Use of the function does allow a person to add new project descriptions or to modify them.

To Maintain Project Descriptions:

1. Go into Setup, Maintain Project Descriptions.
2. Either Select Add New Value to Add a Project, or Search to modify data.
3. Enter appropriate information.
4. Save.
5. Check the Search panel under Use, Maintain Items, Project Description to see that the change took effect.



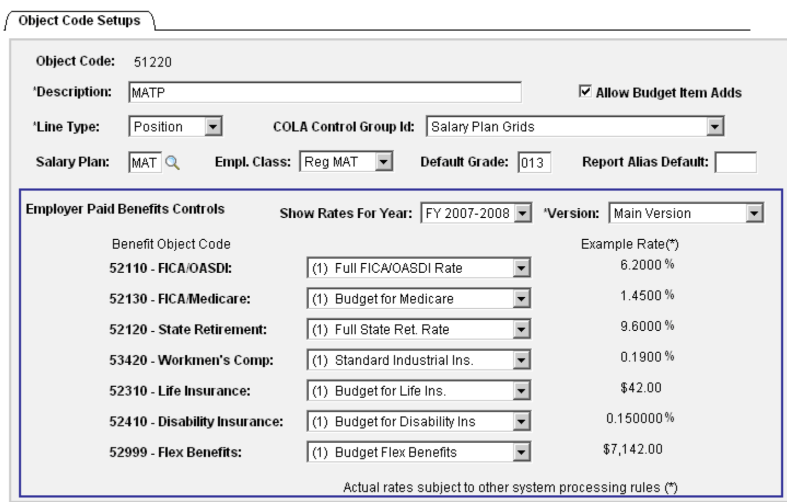
8.12 Maintain Object Codes

Maintain object codes can only be updated by someone with DBO manager security. This is critical functionality to BDS. It is used to:

1. Modify descriptive information about an object code (e.g., name, type of line, salary plan, default grade, employee class)
2. Restrict (cease) use of the object code or permit use.
3. Change the benefits that apply to the object code. **WARNING: if you change benefits rules, the rules change applies to all versions for all active fiscal years. Do not make this change lightly.**
4. Add a new object code.

To Maintain Object Codes:

1. Go into Setup, Maintain Object Codes.
2. Either Select Add a New Value to Add an object codes, or press Search to modify data.
3. Enter appropriate information.
4. Set the Year/Version if needed to get indications of theoretical benefit rates.
5. Save.
6. Check the Search panel under Use, Maintain Items, Object Description to see that the change took effect.



8.13 Maintain Budget Accounts

Use this panel to add or modify an account code (Fund / Unit / Charge Center / Project) or its attributes. This level of account structure does not exists in CFS, but will allow BDS to include information such as Responsible Persons and provide a department level security environment for Phase 2 of BDS (Departmental Budget Requests module). While most BDS users do not have security privileges high enough to update the Maintain Accounts functionality, it is critical to be aware of this functionality.

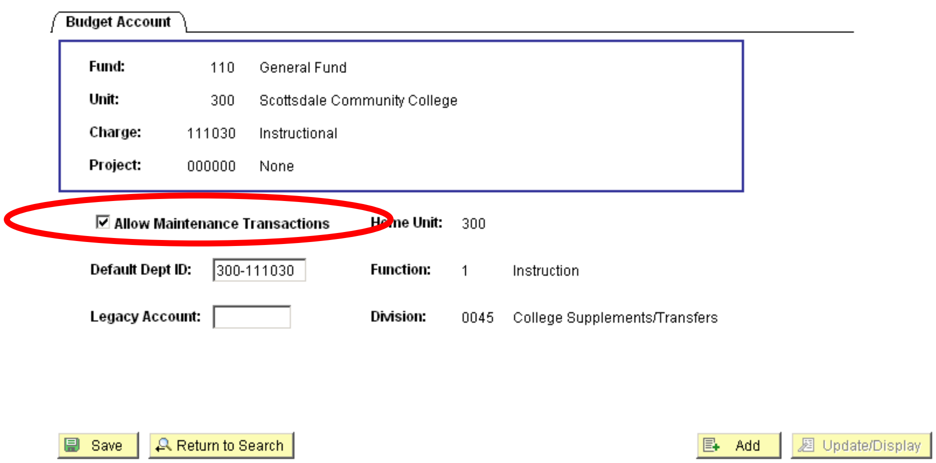
BDS uses the College Financial System (CFS) chart of accounts but use of new accounts in BDS is only permitted if the accounts have been added using this functionality and Maintain Charge Centers. **IF A COLLEGE OR DISTRICT OFFICE DIVISION OPENS A NEW ACCOUNT, GENERAL ACCOUNTING SHOULD PROVIDE ACCOUNT INFORMATION TO THE BUDGET OFFICE SO THAT THE ACCOUNT CAN BE OPENED IN BDS.** As a precaution, it is a good idea for BDS users to contact the budget office directly with this information so that development does not stall. It is hoped that at some point, this functionality will be automated.

To Maintain Accounts:

1. Go to Setup, Maintain Accounts.
2. Select <u>Add New Value</u> if this is a new account, or press 

if this is a modification or view.
3. Enter appropriate information.
4. If you wish to allow this account to be used, check the box next to "Allow Maintenance Transactions". If the account is to be inactive, leave blank the check box to the left of "Allow Maintenance Transactions".
5. Save.

Note that if the check box "Allow Maintenance Transactions" is checked, the account can be used. If it is not checked, it is not possible to use the account.



9. Inquire

From the MCCD Develop Budgets menu, the user may view the Salary/Benefits Calc, Grade/Step Tables, Position Search and Budget Totals.

Note: when exiting an Inquire panel, BDS often will ask if you wish to save changes. <u>Answer NO unless</u> you are very sure about what you did before the inquiry and you are sure you want to save the changes. If you answer yes, BDS will save all unsaved changes, whether you wanted to implement them or not.

9.1 Salary/Benefits Calculator

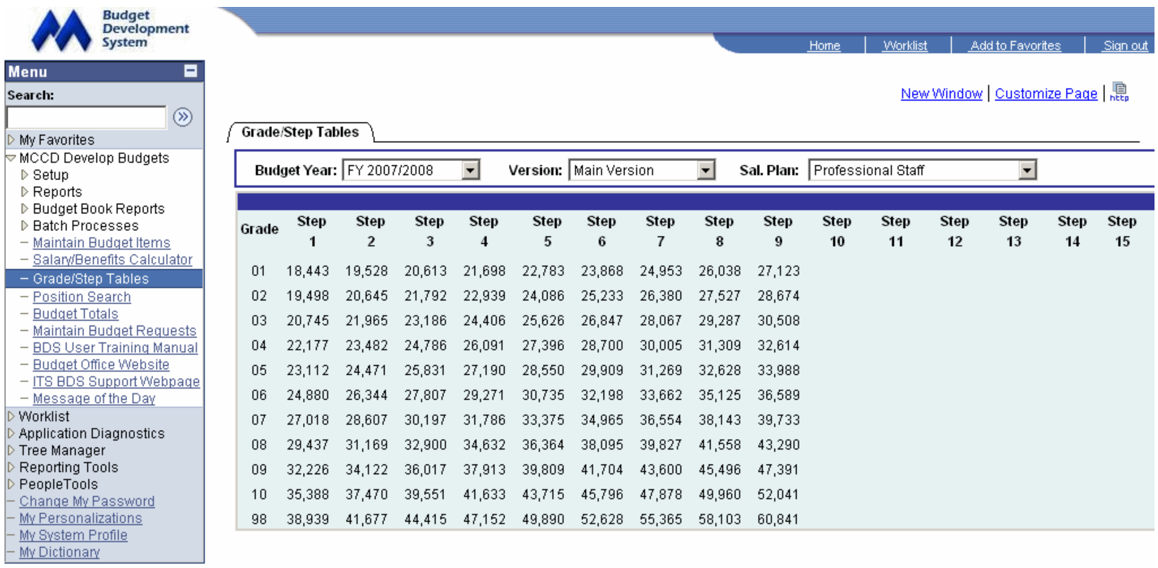
The Salary Calc panel enables the user to view amounts pertaining to a particular salary. Instructions on the use of this functionality are included in the Maintain Budget Items, Salary Calc Section. (See section 7.8, p.31)

9.2 Grade/Step Tables

The user may view 12-month salary grade and step tables by selecting this menu item.

To Use Grade/Step Tables Panel
1. Select Salary Grade Tables
2. Select a budget year and version—remember that salary tables are specific to years and versions.
3. Select a salary plan.
4. The schedule will then be displayed.

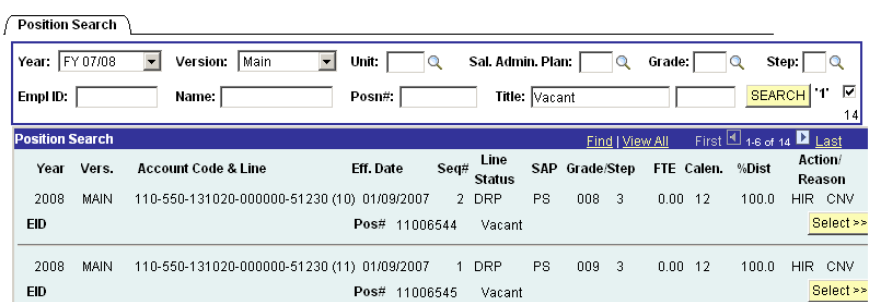
Note that in the Reports menu, MB_610 report illustrates salary schedules. The MB_610 contains all salary schedules, including schedules for calendars less than 12 months. In contrast, the Grade/Step tables included in the Inquire, Grade/Step tables only are for 12-month positions.



Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
01	18,443	19,528	20,613	21,698	22,783	23,868	24,953	26,038	27,123						
02	19,498	20,645	21,792	22,939	24,086	25,233	26,380	27,527	28,674						
03	20,745	21,965	23,186	24,406	25,626	26,847	28,067	29,287	30,508						
04	22,177	23,482	24,786	26,091	27,396	28,700	30,005	31,309	32,614						
05	23,112	24,471	25,831	27,190	28,550	29,909	31,269	32,628	33,988						
06	24,880	26,344	27,807	29,271	30,735	32,198	33,662	35,125	36,589						
07	27,018	28,607	30,197	31,786	33,375	34,965	36,554	38,143	39,733						
08	29,437	31,169	32,900	34,632	36,364	38,095	39,827	41,558	43,290						
09	32,226	34,122	36,017	37,913	39,809	41,704	43,600	45,496	47,391						
10	35,388	37,470	39,551	41,633	43,715	45,796	47,878	49,960	52,041						
98	38,939	41,677	44,415	47,152	49,890	52,628	55,365	58,103	60,841						

9.3 Position Search

The Position Search panel allows the user to search for positions or employees. Instructions on the use of this functionality are included in the Use, Maintain Items, Position Search. (See section 7.7, pp. 29-30)



Year	Vers.	Account Code & Line	Eff. Date	Seq#	Line Status	SAP	Grade/Step		FTE	Calen.	%Dist	Action/ Reason	
2008	MAIN	110-550-131020-000000-51230 (10)	01/09/2007	2	DRP	PS	008	3	0.00	12	100.0	HIR	CNV
EID			Pos# 11006544		Vacant							Select >>	
2008	MAIN	110-550-131020-000000-51230 (11)	01/09/2007	1	DRP	PS	009	3	0.00	12	100.0	HIR	CNV
EID			Pos# 11006545		Vacant							Select >>	

9.4 Budget Totals

The Totals Inquiry panel enables the user to view totals in various ways for a particular budget year. Instructions on the use of this functionality are included in Maintain Items, Totals Inquiry Section of this manual. (See section 7.6)

View Totals

Budget Year: FY 07/08 Show Expenses ☐ Total By Division Display

Version: Main Selected by Unit Unit 700 Grouped by Fund

	FY: 05-06	===============	FY: 06-07	===============		FY: 07-08	
MCCD District Office	Prior Actual	Orig. Budget	Oper. Budget	Bal. Available	%Avail	Projected	%Chg
==== GRAND TOTALS ====	160,333,099	400,489,759	479,504,750	414,166,022	86.4	431,513,847	7.7
Fund 110 - Gen Fund	42,061,669	46,256,000	47,734,931	6,510,078	13.6	50,403,471	9.0
Fund 210 - Activities	104,581	0	2,687	-28,153	1047.0	0	0.0
Fund 230 - Other Aux.	330,077	302,995	321,674	186,097	57.9	302,995	0.0
Fund 290 - SI Clearng	503,246	0	0	0	0.0	0	0.0
Fund 310 - Priv. GG&C	1,272,539	0	892,570	-418,073	-46.8	0	0.0
Fund 320 - State G&C	437,254	16,957,242	13,032,822	12,769,093	98.0	19,042,649	12.3
Fund 330 - Fed. Grant	2,885,267	0	3,396,295	1,946,940	57.3	0	0.0
Fund 340 - Fed. PT Gr	1,024,738	0	925,857	40,917	4.4	0	0.0
Fund 350 - US DOE	186,904	0	153,988	43,900	28.5	0	0.0
Fund 370 - Oth Restr.	745,251	146,334,871	125,117,239	124,123,430	99.2	141,287,267	-3.4
Fund 710 - StAidUnexP	10,104,558	53,709,074	24,516,787	21,420,854	87.4	65,654,074	22.2
Fund 730 - GOB: UnexP	1,061,566	30,993,000	85,314,222	79,142,900	92.8	38,281,000	23.5
Fund 731 -	0	0	8,321,083	8,321,083	100.0	0	0.0
Fund 740 - REVB:UnexP	1,913,017	34,270,000	98,108,019	98,647,355	100.5	36,462,800	6.4
Fund 810 - GOB: DbSvc	47,697,919	67,425,898	67,425,898	60,339,518	89.5	75,866,133	12.5

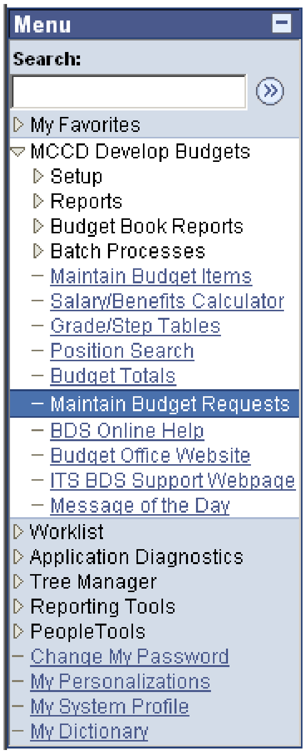
10. Budget Request Form

Overview

1. The Budget Request module is an online form to allow colleges to submit request for operating funds for new programmatic needs.
2. The colleges should not use the module for district-wide issues. DY issues will be developed by the Budget office.
3. Budget request are saved in the BDS system, creating a central database of requests.
4. The system has some BDS report generating capability, and more may be added in the future.
5. The Budget Request module replaces the old A-1 and A- 2 budget request Word documents. The new system is more user-friendly.
6. For a more detailed description of types of allowable budget requests and guidelines for their preparation please refer to the current Budget Development Handbook. This is available at http://www.maricopa.edu/busines/budget/bdprocess.htm

10.1 How to create or find Budget Request in BDS

1. Log into the BDS as usual. Enter your BDS operator ID and BDS password. The BDS security profile for access to budgets is the same as for other BDS functions. You should be at the MCCD Develop Budgets Panel. At this screen left click on 'MCCD Develop Budgets' which will make the following screen appear. Left click on Maintain Budget Requests



2. From this screen, new budget requests can be created, or existing Budget Requests can be found.

Find an existing request from the 'Find an Existing Value' page. Enter the Title of the request or the Budget year. Click the 'Search' button and select your Budget Request from the items returned.

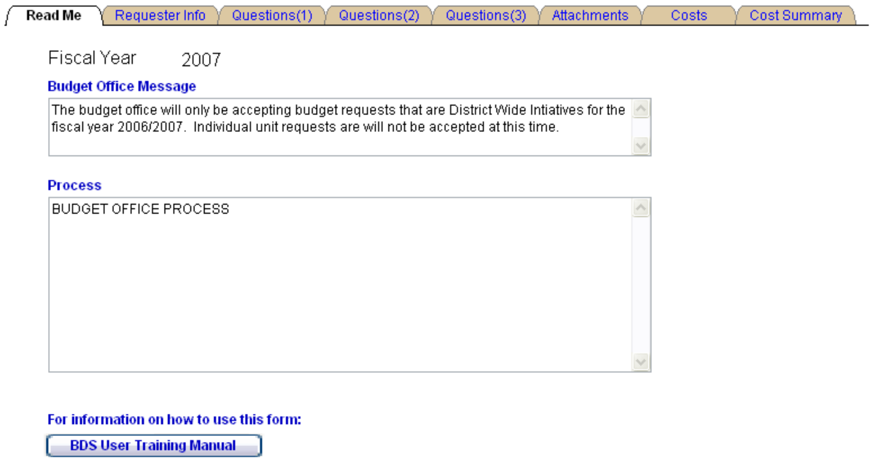
Create a new request from the 'Add a New Value' page. Enter a new 'Request Title Description' and Budget Year. The Budget Request Title should be descriptive and concise. If you are unsure of the budget year, contact the Budget Office for instructions. Click the 'Add' button.

Security for creating and changing Budget Requests is the same as for creating and changing budget line items. Those who have read only access will not be able to initiate a new Budget Request. If you have any questions about your security limitations go to Setup>Maintain Security to view your BDS profile.

After completing these steps, an opening screen displays the eight Budget Request tabs.

10.2 Read Me Tab

The Budget Office can add a global instructional message and add processing instructions here. The college requestor cannot alter information in this tab.

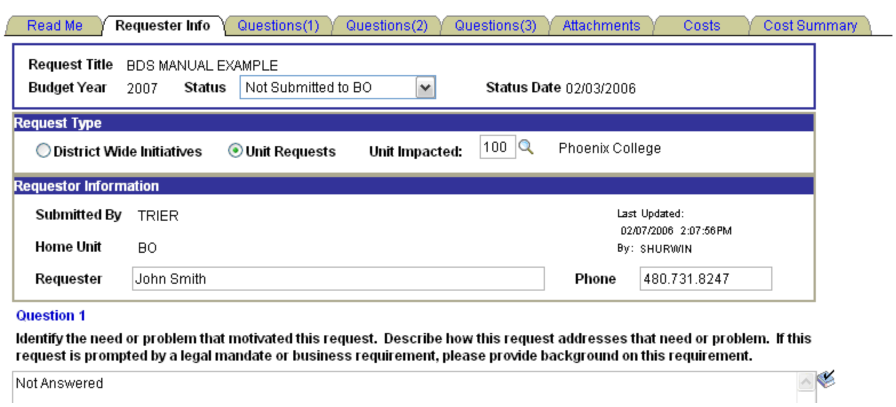


This page also contains a link to this BDS User Training Manual that contains detailed information on how to complete the Budget Request.

10.3 Requester Info Tab

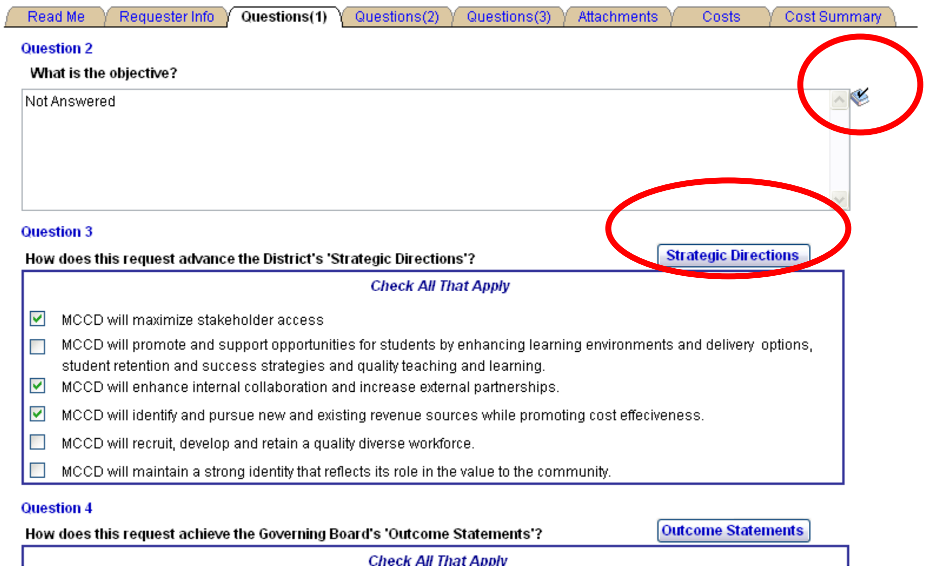
Request Type – Choose either ‘District Wide Initiatives’ or ‘Unit Requests’. A District Wide Initiative will benefit more than one campus. A Unit Request will benefit only one Unit. If you select ‘Unit Requests’ a search box will appear for you to enter the Unit Impacted.

Requestor Information – ‘Submitted By’ and ‘Home Unit’ will fill in automatically and are the person who is logged into BDS and filling out the form. Fill in the ‘Requester’ and ‘Phone’ (for the Requester). The Requester is the person primarily responsible for this request. It may or may not be the same as the ‘Submitted By’.



10.4 Questions Tabs (3)

Questions (1) Tab (shown below) – This is the first of three pages containing questions relevant to your Budget Request. Questions are either text answer or checkbox.



Text answer questions will be followed by a text area. The maximum text allowed for text questions is approximately 1200 characters. If you exceed this amount and wish to supply more information, see the 'Attachment' section below. The spell check icon (a book with a checkmark on it) will allow you to spell check your response to text answer questions.

C*heckbox questions* will have various answers proceeded by a checkbox. Check all answers that apply.

Some questions will have link buttons to pages that may better enhance your understanding of the question.

Note: Links to resource documents related to questions are provided, press box to initiate link.

(eg. Strategic Directions)

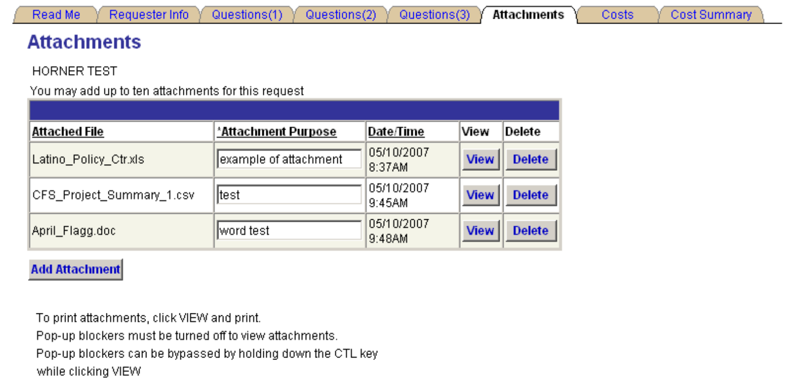
Questions (2) Tab - Same as above.

Questions (3) Tab - Same as above.

10.5 Attachments Tab

Detailed supporting schedules, justifications, explanations and other related material can be included in the attachment tab. Click the gray 'Add Attachment' button to browse your files. When you have selected a file, click the 'Upload' button. In the 'Attachment Purpose' box, reference the question that the attachment supports. This is a required field. You may view or delete attachments by using the corresponding buttons. Note: Print attachments from this tab after opening them in view.

Please be aware that Internet Explorer blocks these attachments as pop ups. The pop up blocker must be disabled to view attachments. Other toolbar add-ons such as Yahoo may also block attachments.



Read Me | Requester Info | Questions(1) | Questions(2) | Questions(3) | Attachments | Costs | Cost Summary

Attachments

HORNER TEST

You may add up to ten attachments for this request

Attached File	*Attachment Purpose	Date/Time	View	Delete
Latino_Policy_Ctr.xls	example of attachment	05/10/2007 8:37AM	View	Delete
CFS_Project_Summary_1.csv	test	05/10/2007 9:45AM	View	Delete
April_Flagg.doc	word test	05/10/2007 9:48AM	View	Delete

Add Attachment

To print attachments, click VIEW and print.
Pop-up blockers must be turned off to view attachments.
Pop-up blockers can be bypassed by holding down the CTL key while clicking VIEW

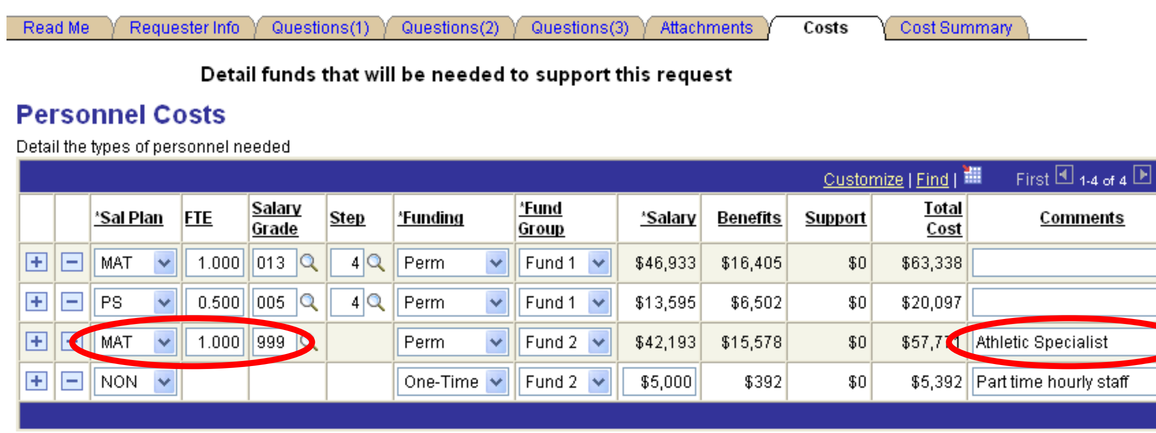
10.6 Costs Tab

This page provides the ability to detail Personnel and Non-Personnel costs related to the Budget Request.

Personnel costs for the request are detailed per FTE. The FTE can be no greater than one; if you want multiple positions with the same grade/title, you must add a new line for each position.

The requestor must specify the salary plan (FAC, MAT, PSA etc.), salary grade, funding (one-time or permanent), and fund (1, 2 etc.). Salary, Benefits, Support and Total Cost are automatically calculated based on this information. Adding a 'NON' Salary Plan line item will allow you to enter the 'Salary' and calculations will be based on that amount. To include additional Personnel line items click the plus sign (+) and a new line will appear. Lines can be deleted by checking the blue box with a minus sign (-).

Note that to add an Athletic Specialist position, choose the MAT salary plan with salary grade 999; include the FTE and funding/fund group. The system will automatically insert the correct salary, benefits and the title Athletic Specialist under Comments.



Read Me | Requester Info | Questions(1) | Questions(2) | Questions(3) | Attachments | Costs | Cost Summary

Detail funds that will be needed to support this request

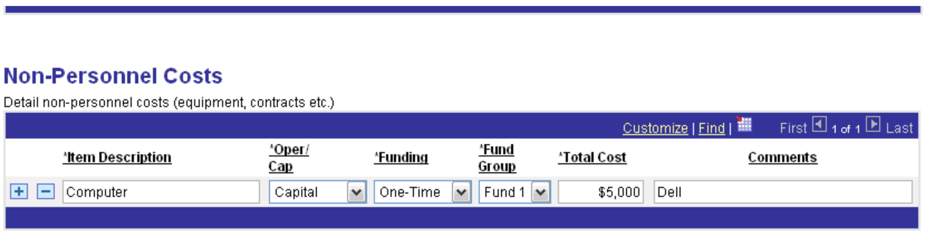
Personnel Costs

Detail the types of personnel needed

Customize | Find | First 1-4 of 4

		*Sal Plan	FTE	Salary Grade	Step	*Funding	*Fund Group	*Salary	Benefits	Support	Total Cost	Comments
+	−	MAT	1.000	013	4	Perm	Fund 1	$46,933	$16,405	$0	$63,338	
+	−	PS	0.500	005	4	Perm	Fund 1	$13,595	$6,502	$0	$20,097	
+	−	MAT	1.000	999		Perm	Fund 2	$42,193	$15,578	$0	$57,7[illegible]	Athletic Specialist
+	−	NON				One-Time	Fund 2	$5,000	$392	$0	$5,392	Part time hourly staff

Non-personnel costs must also be detailed on a line-by-line basis. Item descriptions should be concise and relate to object descriptions if possible. The line item should identify the cost as either capital or operating, permanent or one-time, and specify the fund. 'Total Cost' is filled in by the requestor, and explanatory comments can be added to each cost line. Line additions and subtractions are controlled by the blue boxes on the left (+,-).



Non-Personnel Costs

Detail non-personnel costs (equipment, contracts etc.)

Customize | Find | First 1 of 1 Last

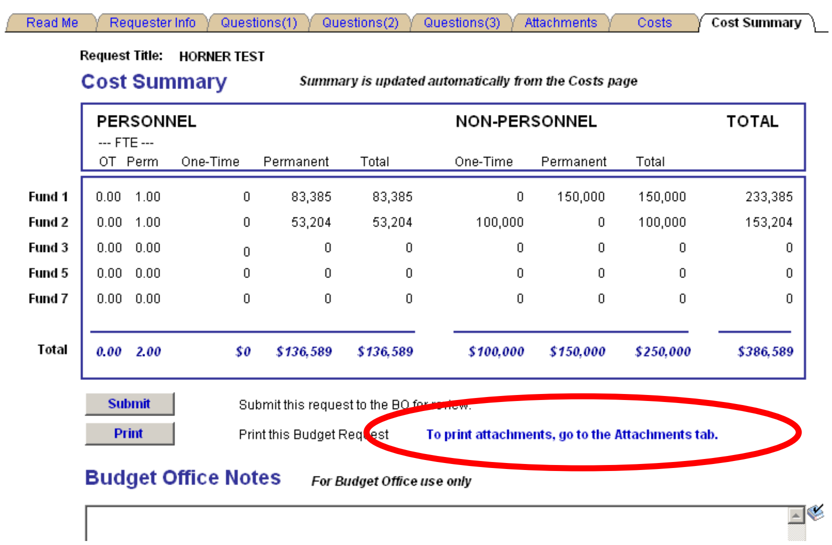
	*Item Description	*Oper/ Cap	*Funding	*Fund Group	*Total Cost	Comments
+ −	Computer	Capital	One-Time	Fund 1	$5,000	Dell

Click the 'SAVE' button at the bottom of the page before moving on to the next tab.

10.7 Cost Summary Tab

This page provides a *Cost Summary* of line items entered on the previous page. Costs are summarized by Personnel and Non-personnel, one-time or permanent by fund. This page will only update if the previous 'Costs' page is saved after editing.

Submit the Budget Request to the Budget Office for review by clicking this button. An email will be sent to the BO letting them know the Budget Request has been submitted. You may submit a Budget Request more than once. It includes a Budget Office Notes section for Budget Staff use only where questions and explanatory data can be noted.



Read Me | Requester Info | Questions(1) | Questions(2) | Questions(3) | Attachments | Costs | Cost Summary

Request Title: HORNER TEST

Cost Summary

Summary is updated automatically from the Costs page

	PERSONNEL --- FTE --- OT	Perm	One-Time	Permanent	Total	NON-PERSONNEL One-Time	Permanent	Total	TOTAL
Fund 1	0.00	1.00	0	83,385	83,385	0	150,000	150,000	233,385
Fund 2	0.00	1.00	0	53,204	53,204	100,000	0	100,000	153,204
Fund 3	0.00	0.00	0	0	0	0	0	0	0
Fund 5	0.00	0.00	0	0	0	0	0	0	0
Fund 7	0.00	0.00	0	0	0	0	0	0	0
Total	*0.00*	*2.00*	*$0*	*$136,589*	*$136,589*	*$100,000*	*$150,000*	*$250,000*	*$386,589*

Submit — Submit this request to the BO for review.

Print — Print this Budget Request To print attachments, go to the Attachments tab.

Budget Office Notes

For Budget Office use only

Print: There is currently one *report* (MB_692) that can be run for the Budget Request. The 'Print' button willtake you to the Run Control Page for this report and it is run in the same manner as other BDS reports. The report can also be accessed through the Reports menu. Enter the Title of your Request and the Budget Year. The report is a copy of all the information entered on the form. If you check the 'Summary Only' box the report with give you the Requester Information, Cost Summary and Question One.

Note: Attachments are not printed with the report; go to attachment tab, press view, then print.

10.8 Budget Request Maintenance-Internal Documentation

For Budget Office Use Only

Maintenance on the Budget Request Module is done once a year at the front end of the process. Maintenance is done in three sections under setup options: 1) Maintain Request Default, 2) Maintain Request Questions, and 3) Maintain Request Readme. These options configure the standard request form for the budget year.

WARNING: It is essential that once setups are complete for a budget year, and Budget Requests are being entered, that the setups **not** be changed. This could result in erroneous computations or incorrect information being submitted.

Maintain Request Default

1. Salary costs for Requests for Personal services (RPS) are calculated on a grid basis for each salary plan (Crafts, Faculty, MAT & PSA) The grid allow the setup of a step that is used when computing salaries by the functions called from the Costs page. The step to be used to calculate salary rates can be selected here. If no Default Step is setup for a Salary Plan, the function uses Step 4 for the computation. Only setup steps for Salary Plans that do not use Step 4.
2. It is necessary to carefully set up benefit rates at the beginning of the year. The benefits percentages used in the Budget Request module should be in general alignment with the benefits percentages used in the BDS Meet and Confer process. The amounts can be determined from values in the **BDS Maintain Benefits – Update/Display for the Budgeted Fiscal Year**. Some exceptions may be allowed to pertain only to Budget Requests. All benefits changes must be approved by the Budget Manager.
3. The benefits amounts which require adjustment are:

   Flex Benefits – employee flexible medical benefits as applied across all funds

   RPS Statutory Benefit % (NON Salary Plan, PT wages) = FICA + Medicare + Industrial Comp Base Rate

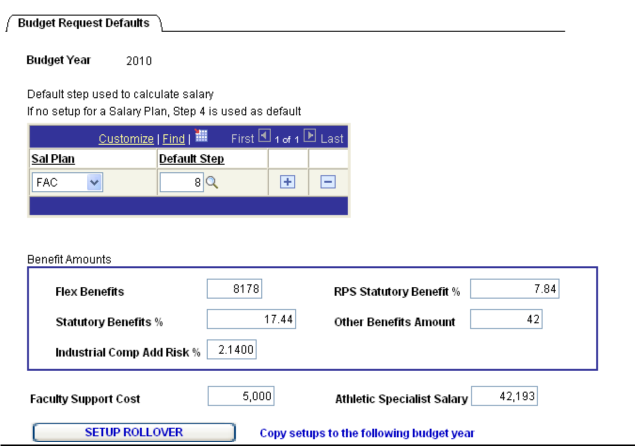
   Industrial Comp Add Risk % = additional amounts added to M&O, Crafts and Safety Salary Plans in addition to the base rate

   Statutory Benefits % (All salary plans except NON) = RPS Statutory % + Arizona State Retirement % + Midterm Disability Insurance Rate

   Other Benefits Amount – any flat amount added to all Salary plans (currently $42 for Basic Life Insurance Amount)

   Faculty Support Cost – a flat amount of support for all Faculty Salary Plans.

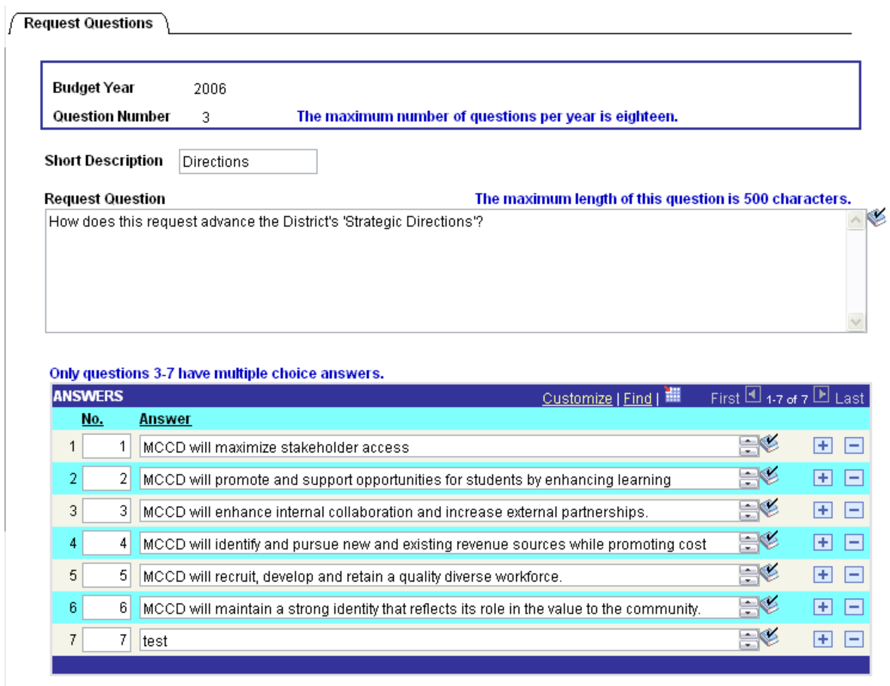
   Athletic Specialist Salary - this is the standard contract salary for a full-time Athletic Specialist for the current year. Athletic Specialists are considered MAT, but they do not have a grade/step on the MAT grid. As noted previously, they are considered grade 999, with a contract amount.



4. This page also includes *setup rollover*. Setup rollover sends default values *only* to the next budget year. If *any* values have already been setup for the next year the copy program will abort. You must delete any setups that exist for that budget year to run the copy program. This is to ensure that values already established are not accidentally over written. This includes questions and readme. It is recommended to first do the rollover, and then make changes to defaults, questions and readme.

Maintain Request Questions

Questions can be revised and additional questions added in this section. This allows the Budget Office to define a question and possible answers for those questions that can have answers. The questions and answers are then displayed on the various pages of the Budget Request. The Budget Request will handle a maximum of 18 questions. Question and answer text is limited to 500 characters. Only questions 3-7 can have answers. Questions 3 and 4 can have a maximum of seven answers. In questions 5, 6, 7 and 8 a total of 15 responses are possible. There is no error code that will disallow the making of erroneous setups. However, they will be ignored if they exceed the limitations described above.



Maintain Request Readme

The Budget Office can change and update global instructional messages and processing instructions in this tab pertinent to individual budget requests, and the Budget Request Process. Examples would be limitations on the type of budget requests to be accepted, and final submission due dates for budget requests.

11.0 COURSE FEE CHANGE FORM

The Course Fee Form module replaces the former process utilizing Excel Course Fee change templates. This will eliminate the need for the Budget Office to combine the individual college course fee submissions into a single file for submission to the Governing Board. The prior process had significant weaknesses. Copying the files over frequently led to loss of explanatory comments due to truncation of fields. It was necessary to do row-by-row, and column-by-column reformatting to ensure that all comments displayed. This was difficult to do with complete accuracy within Governing Board deadlines for action item submission. This new module ensures that changes are entered only one time by the colleges, and that exactly what is entered appears in the final submission to the Governing Board in a consistent format. This module will be used to submit course fee changes for the Fall (Budget Adoption) and Spring (Midyear Additions/Adjustments).

The Course Fee module consists of two maintenance/setup screens used by the Budget Office to establish data collection and reporting rules, parameters and conventions. It is also used for District-Wide communications for module users. The Enter New Course Fees screen is used by colleges to develop their list of course fee changes for the collection period for submission to the Governing Board for approval.

11.1 Maintain Courses Fee Collection Periods

The Budget Office is responsible for establishing collection periods for course fees in BDS.

The panels are available only to Budget Office security. This is done in the BDS maintenance panel named Maintain CF Collection Periods. When this panel is opened Budget office Staff left-clicks on the Collection Periods Tab. The Budget office will use a twice per year naming convention as follows:

20XX - Fall Budget Adoption Process

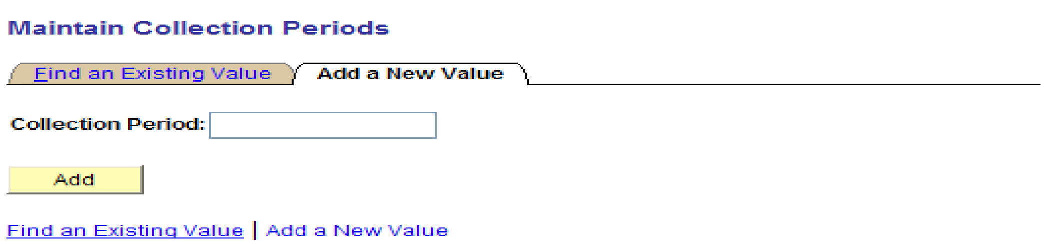
20XX - Spring Midyear additions & Adjustments

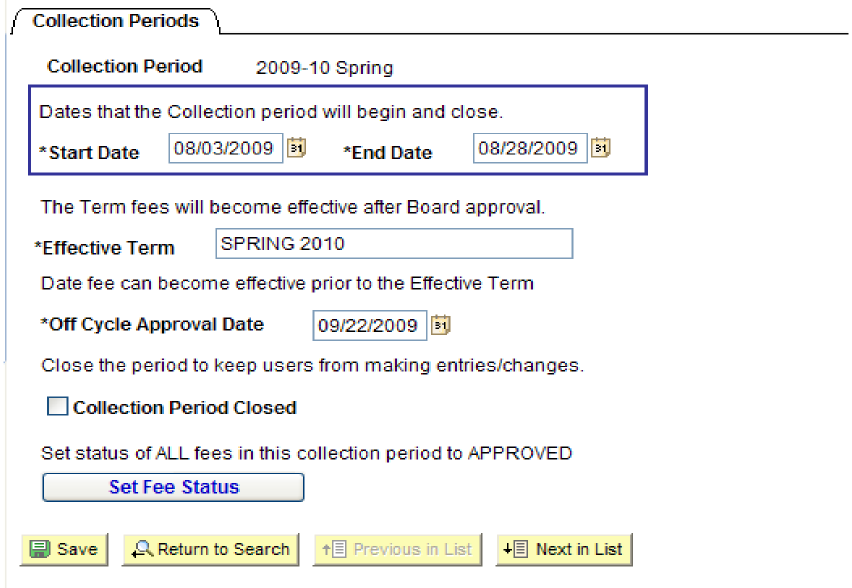
In creating collection periods the Budget Office will specify:

- Name of the collection period
- Start and end date of the collection period
- Effective Term - semester in which fees will take effect
- Effective date for expedited requests

Budget Staff will use functions within this screen to:

- Close the collection period -allows no further additions by colleges
- Set status of course fees to approved after Governing Board vote





11.2 Maintain Course Fee Setups

In this section the Budget Office establishes the standard responses that colleges can select for Course Fee Change Reasons and Special Fee Categories in the Enter New Course Fees screen. The two tabs in this screen are the Course Fees Setup Tab and the Course Fee Read Me Tab.

A. Course Fees Setup Tab

When you left click on the Course Fee Setups Tab you will find the following established options for Course Fee Change Reasons:

1. Course Dropped (Required)
2. Decreased Costs
3. Increased Costs
4. New Course
5. New fees
6. Other

Reasons can be added or deleted by using the +/- options then hitting save.

The following established options for Special Fee Categories are as follows:

1. Child Care Fees
2. Nursing Fees
3. Other
4. Parking Fines

It is important that these setups **not** be changed after data has been entered for the collection period. Doing so will create page errors.

Course Fee Setups | Course Fee Read Me

Collection Period 2009-10 Spring

Course Fee Change Reason   Reasons MUST include 'Course Dropped'

Customize | Find | View 3 | First 1-6 of 6 Last

1	Course Dropped (Required)
2	Decreased Costs
3	Increased Costs
4	New Course
5	New fees
6	Other

Special Fee Categories

Customize | Find | View 3 | First 1-4 of 4 Last

1	Child Care Fees
2	Nursing Fees
3	Other
4	Parking Fines

DO NOT CHANGE AFTER RECORDS HAVE BEEN ENTERED FOR PERIOD

B. Course Fee Read Me Tab

This screen is the place where the Budget Office can post generalized information and instructions to Course fee module users. This information appears to users in the readme page process box. It can supply additional information about the process or requirements for the collection period.

Course Fee Setups | Course Fee Read Me

Collection Period 2009-10 Spring

This text will appear in the Process box on the Read Me page

These fees will be considered for Governing Board approval at the September Governing Board meeting on 9/22/09.

Note: Please enter course fee catalog numbers and Titles as they are published in your college Course Catalog. DO NOT USE ALL CAPS.

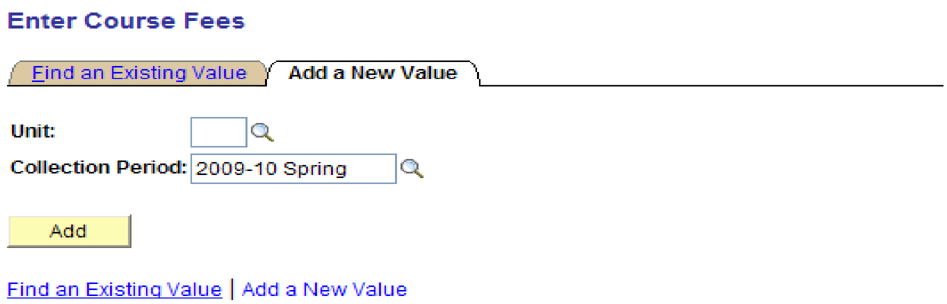
11.3 Enter New Course Fees

To access the Course Fees functionality navigate on the main menu:

MCCD Develop Budgets >Use>-- Enter New Course Fees

Users create lists of Course Fees and Special Fees to be submitted to the Governing Board for approval. Each list is combined by a Unit (Mesa Community College, Maricopa Skill Center etc.) and a pre-defined Collection Period. To create a new list, or update/edit an already existing list the user has access to two tabs:

Add a New Value: Use this tab to start a new list for a Unit and Collection Period.



The Unit box will fill automatically with the users Home Unit. If this is not the Unit you want to make a list for, click the lookup icon and select a Unit from the list.

Select a predefined Collection Period by clicking the lookup icon and selecting from the list.

Click the Add button.

You will arrive at the 'Read Me' page and are now ready to create your list.

Find an Existing Value: Add, delete or edit an existing list.

You can search for existing lists by either Unit or Collection Period. The *Search by:* box will default to Unit and the users Home Unit will populate the *begins with* box. Click the search button to get all the lists for that Unit. If you do not wish to search by your Home Unit simple delete the Unit in the *begins with* box and click the search button. You will see all lists by Unit and can choose from those.

Click on the Unit for the Collection Period you want.

You will arrive at the 'Read Me' page and are now ready to edit/update your list.

<u>Special Rules:</u>

You may only create or edit a list for a Collection Period that has not been closed by the Budget Office.

You may only create or edit a list for your own Home Unit or Skill Center. Home Unit Users can create lists for a Skill Center under their Home Unit. Those users who have a Home Unit that is a Skill Center may not create or edit lists other than that Skill Center.

Users who have Read-Only access to BDS cannot create or edit a list. If a User who has Read-only access to BDS needs to create or edit Course Fee lists, they will be given a separate Userid and password to BDS specifically for Course Fees.

Once you have selected an existing list or chosen to create a new list you will see three new tabs.

Read Me: You will automatically enter this page first. This page is designed to give you all the information you need to know about the specific Collection Period and the Course Fees submission process. You will see:

The Collection Period Begin and End dates

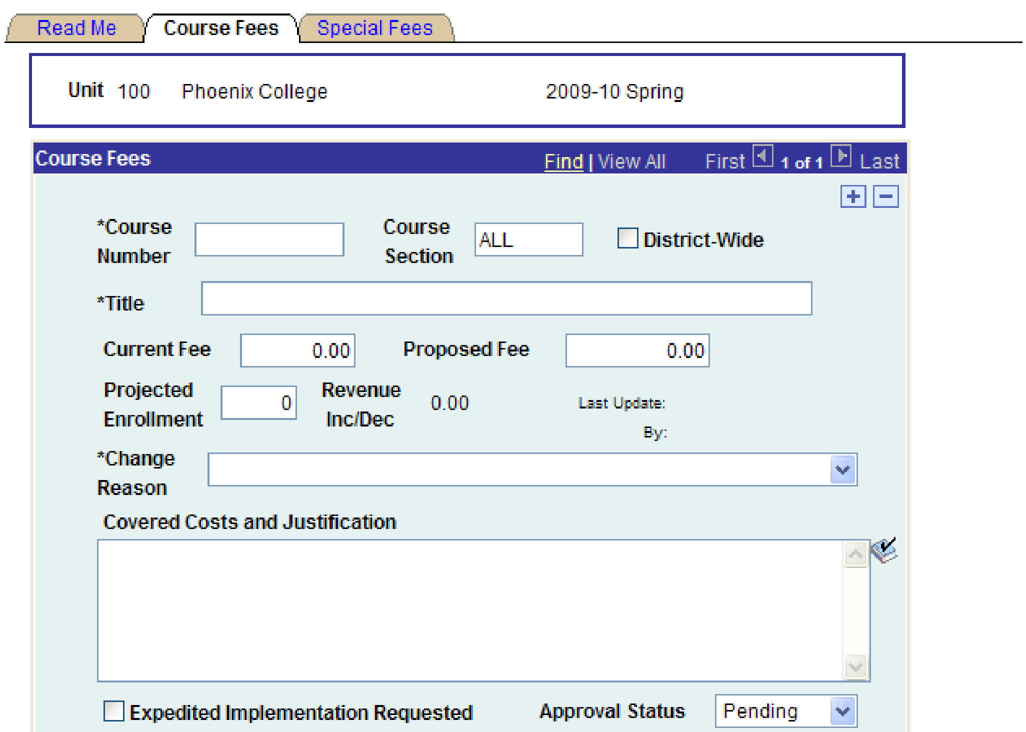
The term for which the Course Fees for that Collection Period will become effective

The date that ‘expedited fees’ can become effective no sooner than

Budget Office communication about the Course Fees Process

There is a link to the BDS User Training Manual which will contain this detailed information on using the Course Fees panels. Click the button. The Manual will Pop up in PDF format. You must have pop-up blockers turned off and a copy of PDF installed on your computer (Maricopa standard).

Course Fees: This is where you begin entering your list. Fill in a form for each fee you are requesting. Each form requires the following information.



Course Number: The Course number including the alpha prefix. Example: PSY101. *Enter the course number the same way that it appears in your published course catalog.*

Course Section: Fill this in if the fee will apply only to specific Course Sections under that Course Number. The box will default to ‘ALL’. To change this delete ‘ALL’ and enter your Course Section.

District-Wide: You can request that this fee be applied District wide by checking this box. Colleges can specify a Course Fee as District-Wide when they are functioning as a District Wide Coordinator for a multi-college group such as the Nursing program. Fees designated as District wide will not show up under the Unit when reporting to the Governing Board.

Examples: NUR102 Nursing Process Transition
NUR151 Nursing Theory and Science I

Title: The Course title. *Enter the course title the same way that it is entered in your published course catalog.* DO NOT USE ALL CAPS.

Current Fee: The currently adopted fee. For a new course the Current Fee would be zero.

Proposed Fee: The new or changed fee you are asking to be adopted. This can be zero if you are dropping the fee or the course. It can also be less than the current fee if you are reducing the fee.

Projected Enrollment: This is the projected number of fees you expect to be collecting. This is an estimate only.

Revenue Increase/Decrease: This will be calculated by the system automatically when the page is saved and is based on the Projected Enrollment, Current Fee and Proposed Fee values.

Last Update: This is automatically updated by the system with the Date, Time and User who last saved this record.

Change Reason: Select a reason for the change from the list in the drop down by clicking the arrow. This is a very brief explanation of what has prompted the change you are requesting. If you select 'Course Dropped' , the system will automatically update the Proposed Fee and Projected Enrollment to zero. Dropped courses have a zero impact on Revenue.

Covered Costs and Justification: This text area allows a narrative of 3000 characters. Be as specific as you wish. You may paste text from a previous record or an outside source into this area. If you paste from an outside source, be sure to edit the text for anomalies. Certain characters, such as " " may not display correctly. You can click the book in the upper right hand corner of the box to access the spell checker.

Expedited Implementation Requested: Fees for a Collection period will be approved as of the term that is identified for that Collection Period. If you wish to have the fee approved as of the date that it is approved by Governing Board, check this box. For dates related to approvals, see the ReadMe page.

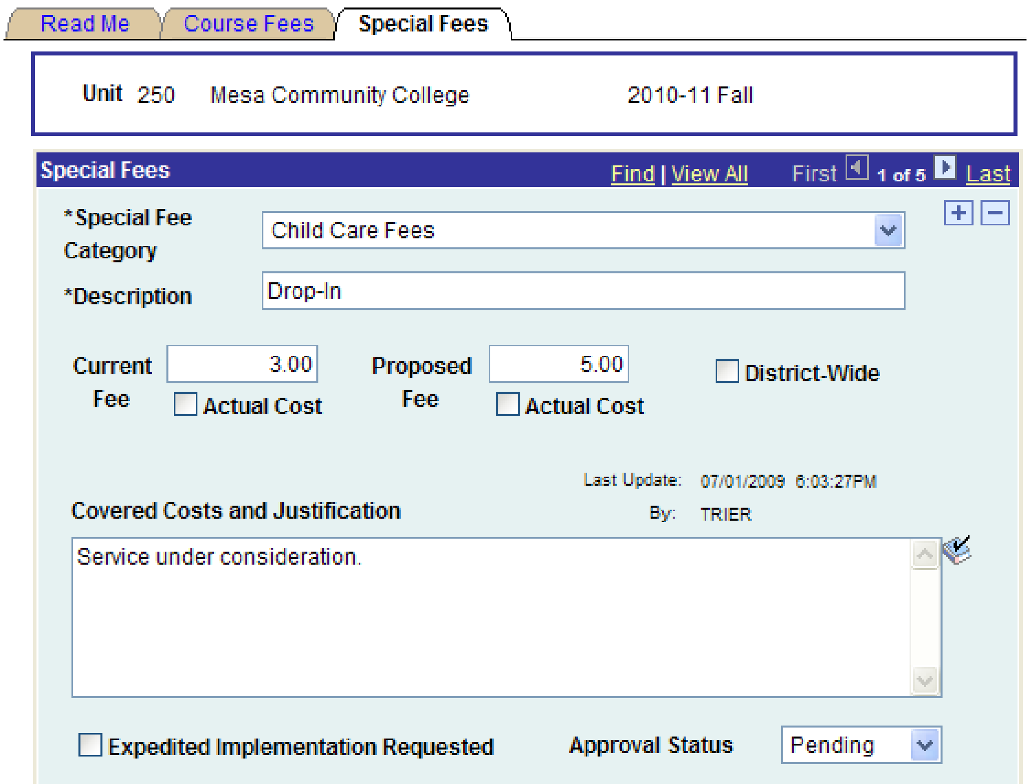
Approval Status: All Course Fees when entered begin with a 'Pending' status. Only the Budget Office has access to change this status. After the fee has been presented to the Governing Board the status will be set to either Approved or Not Approved. Not Approved fees will NOT be removed from your list.

Click the SAVE button to complete your entry.

To add another fee to your list, click the PLUS button and a new blank form will appear for you entry.

To delete a record click the MINUS button and SAVE.

Special Fees: Special Fees are presented to the Governing Board in District Wide Tuition and Fees section of the Governing Board package; not in the individual college's proposed Course Fee list. The Budget Office will review entries made here and incorporate them into that report for the Governing Board. These are fees that do not correspond to a specific course. Examples of Special Fees: Child Care Fees, music lessons, Fitness Center fees, Emergency Medical Technology, Dental Hygiene Skills, testing fees etc.



Special Fee Category: Choose from the allowed pre-defined values by clicking the list box arrow. Examples of Special Fee Categories might be Parking Fines, Child Care Fees, Nursing Fees or Other.

Description: Give a brief description of the fee (Example: For each fifteen minutes of late pick-up under Parking Fees.).

Current Fee: If this is not a new fee enter the current fee. If the fee being charged is an 'Actual Cost', check that box. Checking that box will automatically set the Current Fee to zero.

Proposed Fee: The new/changed fee being submitted for approval. If you are dropping a fee you can enter this as zero. If the new fee is an 'Actual Cost', check that box. Checking that box will automatically set the Proposed Fee to zero.

District –Wide: Most of the requested Special Fees will be District-Wide. However, if you are requesting that this fee be applied only to your specific college/unit leave this box unchecked.

Covered Costs and Justification: This text area allows a narrative of 3000 characters. Be as specific as you wish. You may paste text from a previous record or an outside source into this area. If you paste from an outside source, be sure to edit the text for anomalies. Certain characters, such as " " may not display correctly. You can click the book in the upper right hand corner of the box to access the spell checker.

Expedited Implementation Requested: Fees for a Collection period will be approved as of the term that is identified for that Collection Period. If you wish to have the fee approved as of the date that it is approved by Governing Board, check this box. For dates related to approvals, see the ReadMe page.

Approval Status: All Special Fees when entered begin with a 'Pending' status. Only the Budget Office has access to change this status. After the fee has been presented to the Governing Board the status will be set to either Approved or Not Approved. Not Approved fees will NOT be removed from your list.

Closed Collection Periods: It will not be possible to add or edit items on your Course Fees list after the period has been closed. The Closing Date for a Collection Period can be found under the Read Me tab. Please be aware of this date.

12. Capital Equipment Update

Overview

Items may be entered for the upcoming fiscal year only. Equipment items with **unit cost of $20,000** or greater will need to be entered into the BDS System. Items part of a larger project, such as a new building, a remodeling project, or a technology improvement project, do not need to be entered into BDS. As a general guideline, if the item will be part of a project approved by governing board, it will not need to be entered into BDS.

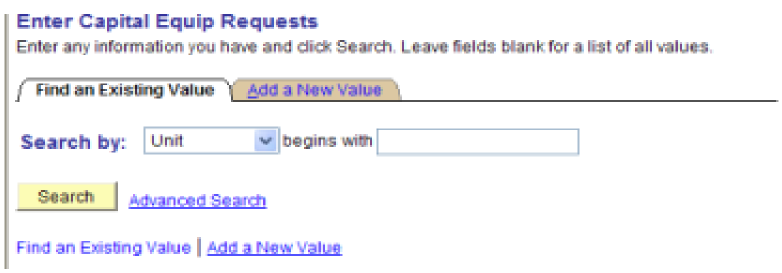
You will be able to read information and run the report for any unit(s). However, you will only be able to add or delete items for the unit(s) that you are approved to access.

ACCESS

Employee access is identical to access authorized for entering data for the budget cycle.

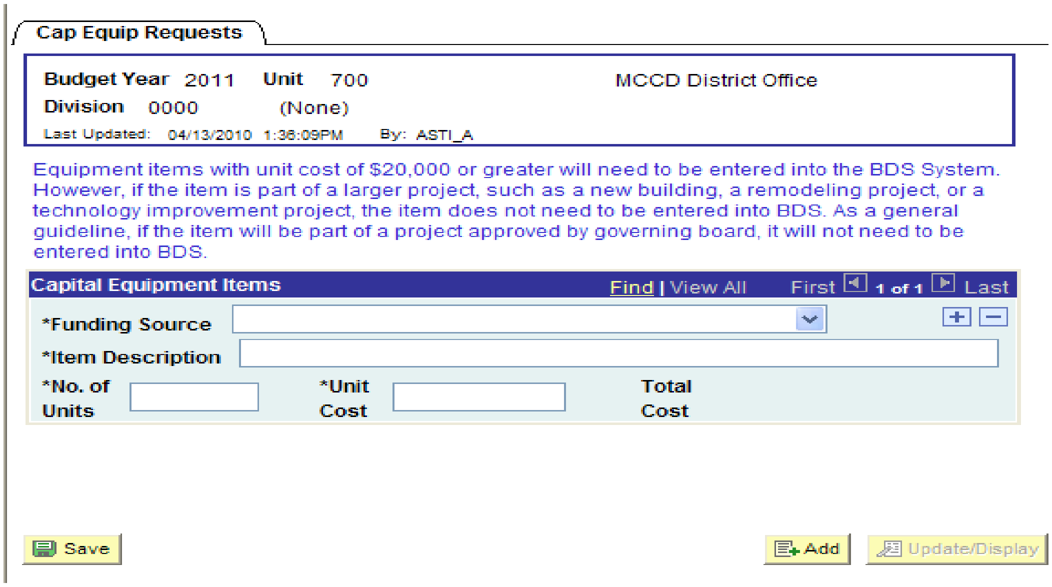
12.1 Entering Capital Equipment Items (Colleges)

a. Access BDS as usual
b. From the main menu, select MCCD Develop Budgets
c. Select "Enter Capital Equipment Requests" (located below Batch processes or an icon). The following screen will appear:

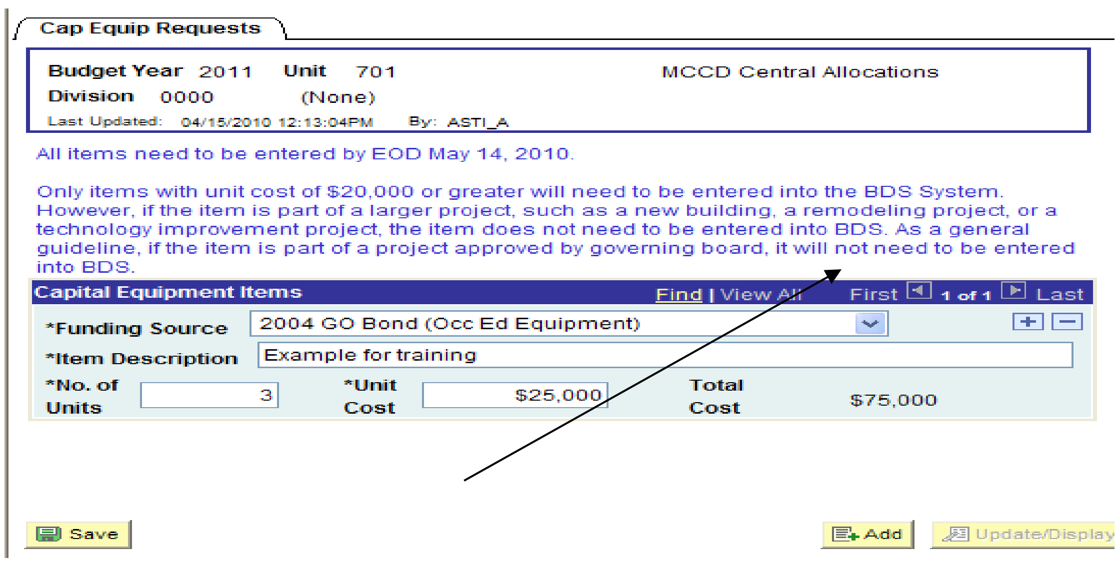


Make sure "Unit" is listed in the Search By field. Division is not a required field for the colleges.

d. Click on search and select the appropriate Unit. The following screen will appear:



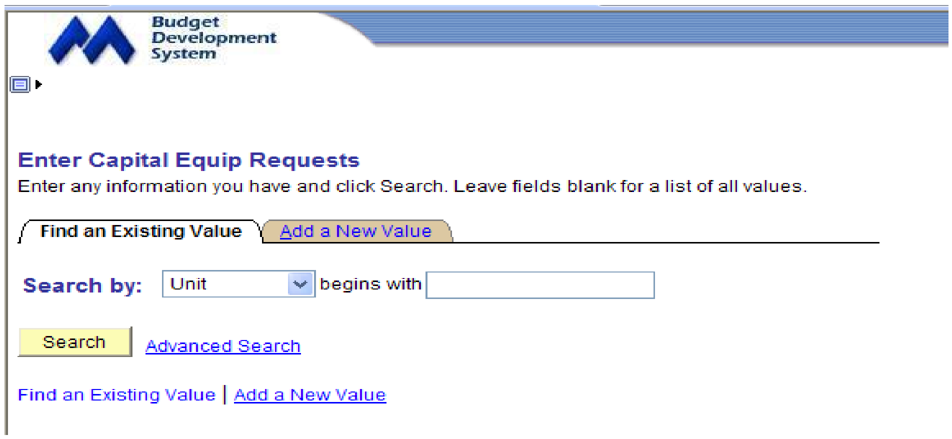
e. Select funding source from the drop down menu. If a funding source needs to be added, contact the Budget Office as District Office.
f. Enter the Item description (maximum of 50 characters)
g. Enter the Number of units
h. Enter the Unit Cost in whole dollars (no cents)
i. Click on "Save". Total cost will be calculated by the system and the screen should look similar to this:



j. To add additional items, click on the plus (+) sign in the upper right hand corner. Repeat steps 5-9 for each item that needs to be added.
k. If an item needs to be deleted, select the minus (–) sign in the upper right hand corner. Press OK when the pop-up box appears. This will need to be done for each item that is being deleted.
l. Items that have been entered may be edited by opening the record, make necessary changes, and saving the updated record.
m. When data has been completed entered, simply return to the main menu or exit DBS.

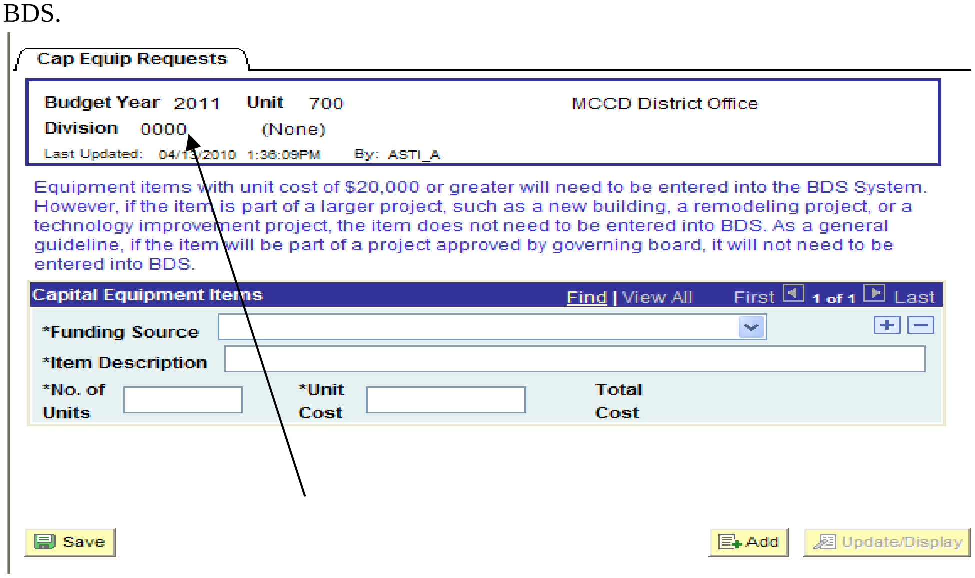
12.2 Entering Capital Equipment Items (District Offices)

a. Access BDS as usual
b. From the main menu, select MCCD Develop Budgets
c. Select "Enter Capital Equipment Requests" (located below Batch processes or an icon). The following screen will appear:

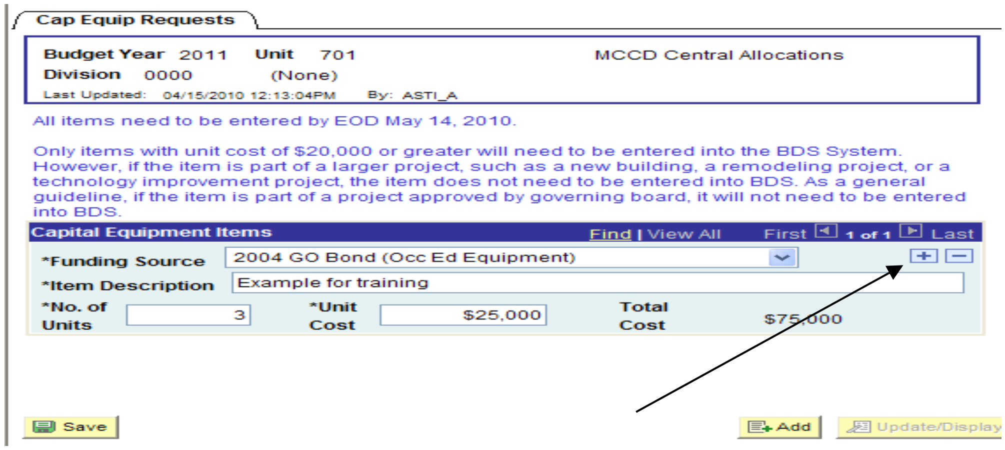


Make sure "Division" is listed in the Search By field.

d. Click on search and select the appropriate Division for Unit 700. You may also enter the division in the "begins with" field. The following screen will appear: Make sure the correct division is showing on BDS.



e. Make sure the correct division is showing on BDS.
f. Select funding source from the drop down menu. If a funding source needs to be added, contact the Budget Office at District Office.
g. Enter the Item description (maximum of 50 characters)
h. Enter the Number of units.
i. Enter the Unit Cost in whole dollars (no cents).
j. Click on "Save". Total cost will be calculated by the system and the screen should look similar to this:

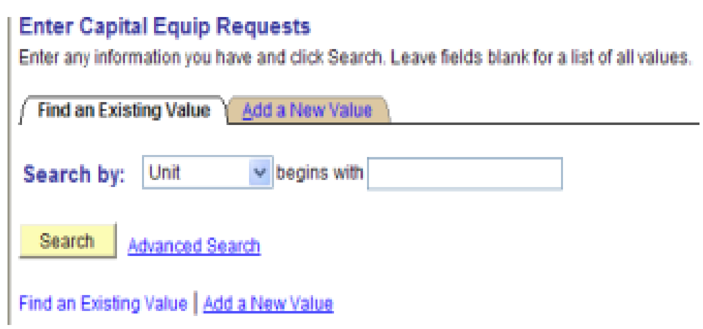


k. To add additional items, click on the plus (+) sign in the upper right hand corner. Repeat steps 5-9 for each item that needs to be added.
l. If an item needs to be deleted, select the minus (–) sign in the upper right hand corner. Press OK when the pop-up box appears. This will need to be done for each item that is being deleted.
m. Items that have been entered may be edited by opening the record, make necessary changes, and saving the updated record.
n. When data has been completed entered, simply return to the main menu or exit DBS.

12.3 Maintaining Capital Equipment (Add Unit to BDS)

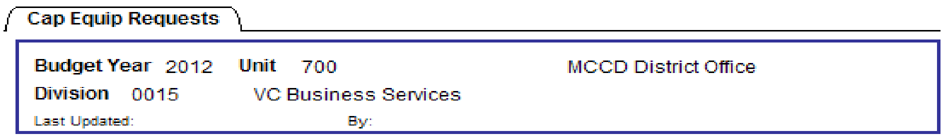
If a college (unit) is not listed under the “Find an Existing Value” Tab, an unit may be added by completing the following steps:

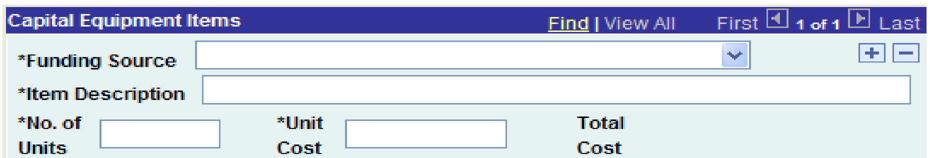
a. From the main menu, select MCCD Develop Budgets
b. Select “Enter Capital Equipment Requests” (located below Batch processes or an icon). The following screen will appear:



c. Select “Add a New Value” Tab. The following screen will appear:

d. Select the appropriate Budget Year from the drop down menu. It will usually be the fiscal year for the current budget planning cycle.
e. Enter the unit that needs to be added by either entering the three digit numeric code or clicking on the magnifying glass and selecting the correct code.
f. Hit “Add”
g. For District Office, enter 700 in the unit and then select the correct division by clicking on the magnifying glass and selecting the four digit correct code.
h. Hit “Add”. If added correctly, you will see the following screen with the correct unit (and Division for District Office).

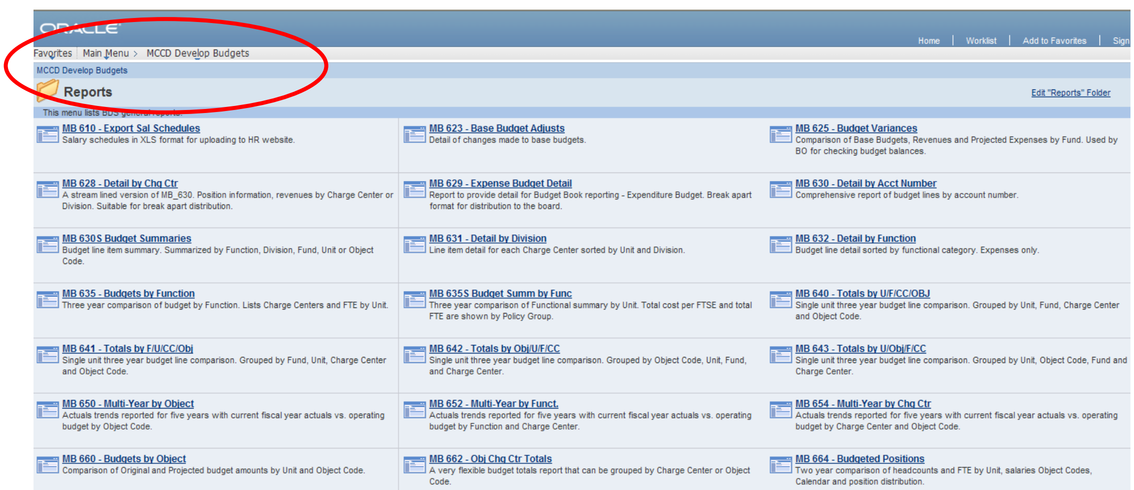




i. Enter equipment items as detailed previously.

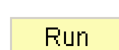
13. Reports

A number of reports are available in BDS: Access these through MCCD Develop Budgets.

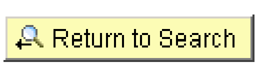


The following are Buttons and Links used to run, view, and print reports:

Save Report Parameters

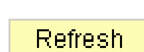


Run Report



Search for report(s) to run

Add New Report for first-time users



Refresh to see report status

Report Manager	To view process request list, status of report, report details, and view reports
Process Monitor	To view process request list or status of reports and view reports

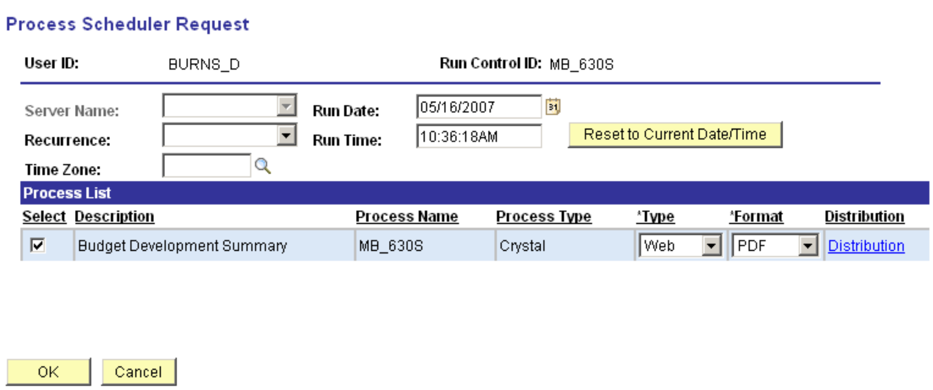
Access instructions are the same for each report.

To Run Reports:

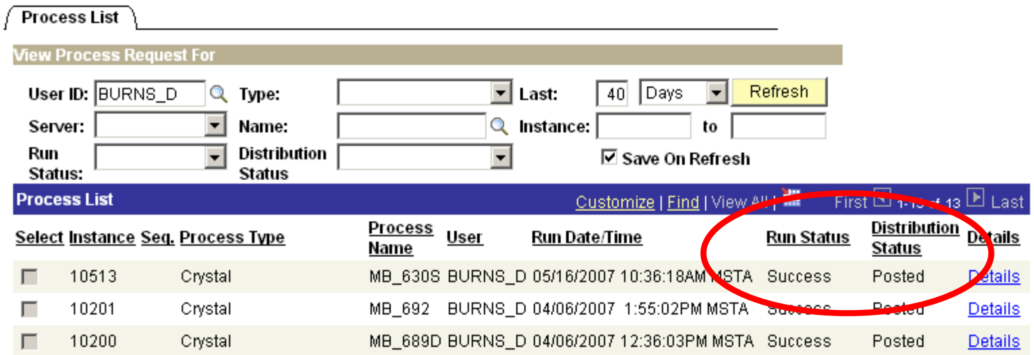
1. Click MCCCD Develop Budgets, and then click Reports.
2. Click the report # (MB_XXX) you wish to run. If you already have run the report at least once, you will be taken to the parameter entry page for that report. If not, you will be taken to a Search page titled "Find an Existing Value", with the report name filled in to the "Run Control" field. Just click on ***Add New Value*** and you will be taken to this reports entry page, where you must fill in all the required values.
3. Choose the parameters for the report you wish to review (e.g., revenues or expenditures. fund(s), unit (s), etc.
4. Remember to SAVE the report parameters before you press the Run button to run the report. The Save button is at the left bottom of the page.

5. Press the Run button.

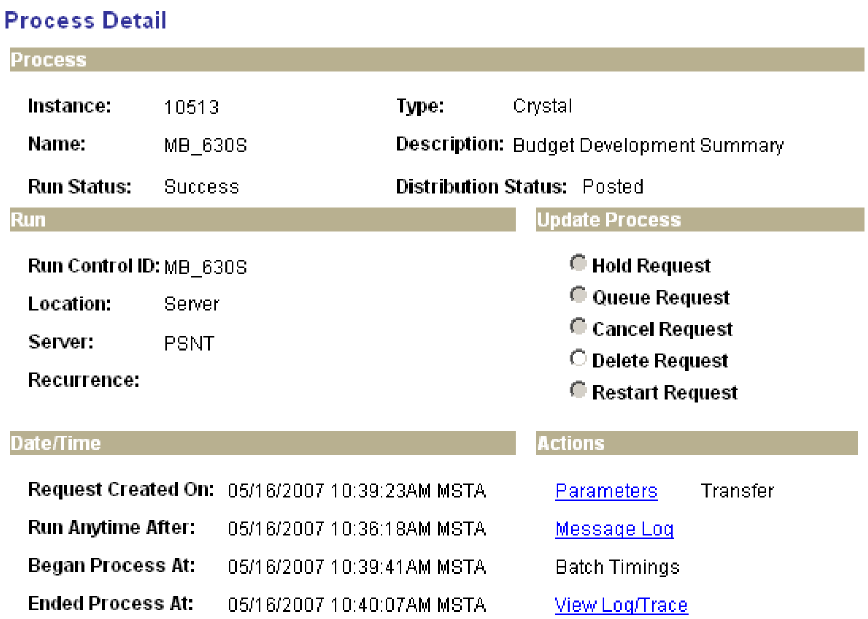
A Process Scheduler Request window will appear, showing User ID, Run Control ID (or Report name), Server Name, and a Process List. Make sure, the type of report is Web, and the format is PDF. Then press OK button.



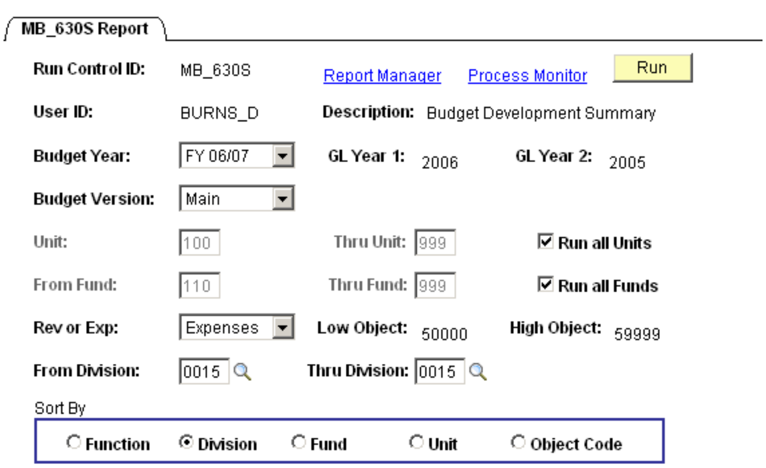
6. After pressing OK button, it will take you back to report parameter page.
7. Press Process Monitor link to view the status of the report.
8. A Process Request Window will appear showing all reports that you run and their statuses such as Success, Processing, or Error.
9. The distribution status must show "Posted" before you attempt to view or print.



10. To view or print report, click the Details link.
11. In the Process Detail window, click View Log/Trace link, which will take you to the Report/Log Viewer window.
12. Click the report link, and the report will be displayed in PDF format and can be printed if desired.



This screen shot shows a typical panel and typical parameters needed to run a report.



There are a few points to note about reports in the new BDS:

1. All reports can be viewed on screen or can be printed. You can also print from the view screen.
2. Green bar reports are unavailable. Reports only print to laser printers.
3. Select pages can be printed or you can print the entire report.
4. You can print or view reports for any unit regardless of your update privilege security level or access.
5. Some reports are subreports. The creation of subreports was necessitated because of limitations in Crystal reports. For example, the MB_630S summarized the detail in the MB_630, to provide totals for a unit by object code series, function, division or fund. This data was contained in the last few pages of the legacy 630 report, but now is a separate report.
6. Some reports have the option of running for all units or funds or just a selection.

NOTE: Below is descriptive information about the reports contained in BDS. Any questions pertaining to the information included in reports should be directed at Lulut Clow. Report descriptions include screen shots.

13.1 MB_610 – Export Salary Schedules

This is a second way to view or print salary schedules. The other way you can view salary tables is under Inquire, Grade/Step Tables. The difference between Grade/Step Tables and the MB_610 is that the MB_610 Report can be printed if desired and will show all Faculty grades rather than only those that fit into the scrolled area of the online display. It also can show grids, which reflect Calendar adjustments for non-12 month employees, which the online panel will not show.

The following shows a MB_610 report/salary table for the Safety employee group.

Example of report data:

2008 MAIN PS Calendar: A

MB_610

	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00
001	18,443	19,528	20,613	21,698	22,783	23,868	24,953	26,038	27,123
002	19,498	20,645	21,792	22,939	24,086	25,233	26,380	27,527	28,674
003	20,745	21,965	23,186	24,406	25,626	26,847	28,067	29,287	30,508
004	22,177	23,482	24,786	26,091	27,396	28,700	30,005	31,309	32,614
005	23,112	24,471	25,831	27,190	28,550	29,909	31,269	32,628	33,988
006	24,880	26,344	27,807	29,271	30,735	32,198	33,662	35,125	36,589
007	27,018	28,607	30,197	31,786	33,375	34,965	36,554	38,143	39,733
008	29,437	31,169	32,900	34,632	36,364	38,095	39,827	41,558	43,290
009	32,226	34,122	36,017	37,913	39,809	41,704	43,600	45,496	47,391
010	35,388	37,470	39,551	41,633	43,715	45,796	47,878	49,960	52,041
098	38,939	41,677	44,415	47,152	49,890	52,628	55,365	58,103	60,841

13.2 MB_623 Base Budget Adjusts

This report provides details of changes made to base budgets for the projected budget year.

MB_623 Report

Run Control ID: MB_623 Report Manager Process Monitor Run

User ID: HORNER Description: Base Budget Adjustments

Budget Year: FY 13/14

From Unit: 700 To Unit: 700 All Units

From Division: 0000 To Division: 0025 All Divisions

The MB_623 report is a useful tool for checking to see what base budget changes may have been made for your units and/or divisions in fund 110. As showin in the example below, it shows the original base budget, additions/deletions to the base; the name of the person who made the base change; the date and time of change; the change type (e.g. 100 Tuition/Fee rebate (EGF); 120 Transfer/Other; 130 Educ Pmt/Non faculty; 140 Anniversary; 150 Educ Pmt/Faculty, 180 ASRS increase; 190 Flex increase; 205 Meet & Confer (COLA/Step); 210 New Revenue); the Adjusted Base Budget as of the date of the report.

Example of report data:

Run Date: 1/4/2013 Base Budget Adjustments Report MB_623
Run Time: 10:08:22 AM Fund 110 Fiscal Year: 2014 Page 2 of 5

700 MCCD District Office Division: 0003 Governing Board Office

Original Base Budget		169,187
No Change		
Total Change to Base		0
Adjusted Base Budget		169,187

700 MCCD District Office Division: 0005 Chancellor's Office

Original Base Budget		3,578,309
120 Transfer and Other Allocation Chan support for SCC Coord Sustainability Prog. (T. Willaims) 9/4/2012 9:06:17 AM HORNER	-10,574	
120 Transfer and Other Allocation HR Asst I position returned to Chancellor - per N. Jackson's 7/10/12 email 7/12/2012 9:49:04 AM HORNER	39,613	
120 Transfer and Other Allocation Move vacant Hum Res Assist I from Chancellors Innov Team to VC-HR 6/27/2012 3:10:44 PM TRIER	-39,613	

13.3 MB_625 - Budget Variances

This report provides a summary comparison of projected revenue and expense budgets by fund and by unit, and the rev/exp variance. The report also compares the base budget and the projected expense budget for fund 110 by unit and by division, and shows the base/exp variance. The report parameters only allow for budget year and version; you cannot choose a range of funds or of units.

MB 625 Variances

Run Control ID: MB_625 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** MB_625 Budget Variances

Budget Year FY 07/08

Budget Main

The MB_625 report is a useful tool for checking to see if the projected expenses are in balance with the base budget for all units and divisions in fund 110 and to show any variance that needs to be fixed.

Example of report data:

Date Run: 5/16/2007 MARICOPA COMMUNITY COLLEGES Page: 1
Time Run: 10:51:16 AM Budget Variances - MAIN - 2008 Report: MB_625

		Projected Revenues	Projected Expenses	Rev/Exp Variance	Base Budget	Projected Expenses	Base/Exp Variance
FUND	110						
100	Phoenix College	229,688	47,331,262	47,101,574	47,331,262	47,331,262	0
110	City Colleges (PC)	0	442,146	442,146	442,146	442,146	0
150	Glendale Community College	338,209	64,228,717	63,890,508	64,228,717	64,228,717	0
200	GateWay Community College	129,401	28,047,757	27,918,356	28,047,757	28,047,757	0

The MB_625 also shows the variance between the projected revenue and expenses by fund and by unit; this is particularly useful for Fund 2 accounts that should be in balance at the college level as well as at the fund total level.

Date Run: 5/16/2007 MARICOPA COMMUNITY COLLEGES Page: 3
Time Run: 10:51:16 AM Budget Variances - MAIN - 2008 Report: MB_625

		Projected Revenues	Projected Expenses	Rev/Exp Variance	Base Budget	Projected Expenses	Base/Exp Variance
FUND	210						
100	Phoenix College	2,260,066	2,260,066	0	0	2,260,066	2,260,066
150	Glendale Community College	3,359,035	3,359,035	0	0	3,359,035	3,359,035
200	GateWay Community College	2,053,745	2,053,745	0	0	2,053,745	2,053,745
250	Mesa Community College	4,444,100	4,444,100	0	0	4,444,100	4,444,100

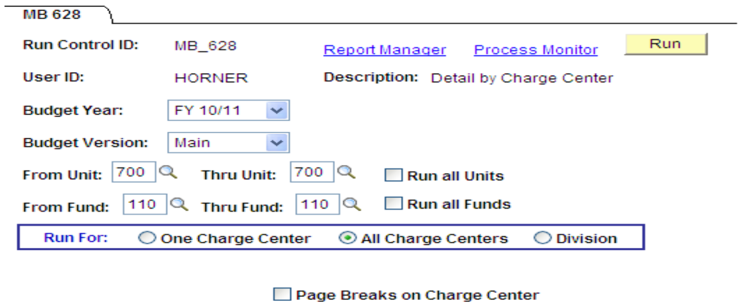
13.4 MB_628 – Detail by Charge Center

You will note below that the MB_630 report is one of the most widely used. However, the MB_628 report is a streamlined version of the MB_630 report; the report will run approximately 65% of the size of the MB630. Unlike the MB_630, this report does not force you to chooose between Expense and Revenue accounts – all account types are shown.

The MB_628 report shows detailed budget lines (both expense and revenue) for the proposed budget year and for the previous year based on the parameters that are chosen:

a) one or more funds
b) one or more units
c) all charge centers [this is the default]

d) one charge center
e) one division



The MB_628 report shows all objects for the charge center, including a simplified, one-line version of each position [shows object, name, salary plan, grade, step, calendar, distribution %, FTE, position # and the employee id #.] Since the report has an option to page break for each charge center, this report is easy to "break apart' for dissemination to managers within your college or division.

Example of report data:

Date Run: 12/15/2009
Date Time: 7:23:09 AM

MARICOPA COMMUNITY COLLEGES
Budget Details by Charge Center

Page: 65
Report: MB_628

Line		Title/Descr	Original FY 09-10	Projected FY 10-11	Employee Name	Plan/Grade/Step	Cal	Dist%	FTE	Position	Emplid
110-700-153160		Pg Administration -Psa & Mat		MCCD District Office		Division: 0020	VC Human Resources				
Expenses											
1	51230	Administrative Assistant I	47,878	47,878	Mihailova,Angelica A.	PS 010 7	12	100 %	1.00	20000673	1500673
1	52110	FICA	2,968	2,968							
1	52120	State Retirement	4,501	4,716							
1	52130	Medicare Benefits	694	694							
1	52310	Life Insurance 5K	42	42							
1	52410	Disability Ins - L/T	72	72							
1	52430	Workmen's Comp	91	91							
1	52999	Flex Benefits	8,178	8,178							
Total		Expenses	**64,424**	**64,639**							

13.5 MB_630 – Budget Detail by Account Number

This report details the budget by fund, revenues or expenditures, unit, account, function and object code. <u>It is among the most important reports and one of the most widely used.</u> This report is related to the MB_630S, MB_631 and MB_632 reports. Note that the report parameters allow users to suppress or show employee names and IDs.

If in the past you have frequently executed the MB_630 report to provide a verification of daily updates to the system, consider using the MB_699 report instead. This new report shows only the changes that have been made at the transaction audit trail level, and can save a lot of paper compared to running MB_630. Also, consider that a lot of good information is available online that you formerly could only get from running reports. Consider viewing the **Transactions** and **Position History** panels of the main panel group, for example, in place of shuffling through a hardcopy report.

The MB_630S is a companion report. The MB_630 does summarize the budget for each unit; however additional summary information on the totals for object series, functions, units, divisions and funds are available on the MB_630S.

The MB_631 report provides budget detail for a unit by division. This report would most frequently be used by the District Office or colleges seeking budget detail on Fund 2.

The MB_632 report groups the budget for a unit by account. The MB_632 report contains the same data but groups the budget by function.

The MB_630 report contains a large amount of data. Some of this has been captured in the following screen print. The actual print of the report captures all data, particularly the projected year budget data.

MB_630 Report

Run Control ID: MB_630 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** Budget Development Details

Budget Year: FY 06/07

Budget Version: Main

Unit: 100 Thru Unit: 999 ☑ Run all Units

From Fund: 110 Thru Fund: 999 ☑ Run all Funds

Rev or Exp: Expenses **Low Object:** 50000 **High Object:** 59999

From Division: 0015 **To Division:** 0015

☐ Suppress Employee Name/ID ☐ Suppress Memos

☑ Page Break on Charge Centers

Example of report data:

Date Run: 05/16/2007 **MARICOPA COMMUNITY COLLEGES** **Page:** 1
Time Run: 10:56:34 AM **BUDGET DEVELOPMENT DETAIL -- EXPENDITURE ACCOUNTS** **Report:** MB_630
110-General Fund **Phoenix College**

ACCOUNT: **110-100-151450 Business Office** Function: **3 Administration** Division: **0015 VC Business Services**

Object Code / Line# Empl ID / Eff Date/Seq Posn#	H.R. Position Attributes FTE Status Employee Name / %Distrib. SAP Grd-Step Calend.	FY 04 - 05 Year-End Actual Rev/Exp	FY 05 - 06 Original Budget	FY 05 - 06 Current Budget	FY 05 - 06 Current Balance	FY 05 - 06 % of Budget	FY 06 - 07 Proposed Budget
51220 MATP		**200,877**	**123,270**	**163,142**	**0**	**0.00%**	**133,320**
2 04/19/06 2 01002062	1.00 CUR 100 MAT 016-09 12 MO. Mgr College Fiscal Services		67,850	Reduce step from 8 to 5 for FY02-03.; OYO Replacement FY00-01 (DBO: edu step 3/29/05; MAT Reclss 04/05; Trnsfr 5/6/02 Rplc R Elliott)			76,238
3 04/19/06 1 01002003	1.00 VAC 100 MAT 014-07 12 MO. Bursar		55,420	New hire 1/2/02			57,082

13.6 MB_ 630S – Budget Summaries

This report accompanies the MB_630, MB_631 and MB_632 reports. It provides summary information on the totals for object series, functions, divisions, units and funds. Users should enter relevant information about fund, unit, expenses or revenues and then select ONE of the Sort By options: function, division, fund, unit or object code. The report then will summarize accounts by the sort option for the selected units/funds.

Date Run: 05/16/2007 **MARICOPA COMMUNITY COLLEGES** **Page:** 1
Time Run: 11:01:53 AM **Budget Development Summary -- Expenditure Accounts** **Report:** MB_630S

Unit Description:	FY 04 - 05 Year-End Actual Rev/Exp	FY 05 - 06 Original Budget	FY 05 - 06 Current Budget	FY 05 - 06 Current Balance	FY 05 - 06 % of Budget	FY 06 - 07 Proposed Budget
100 Phoenix College	12,703,228	15,636,935	14,552,567	1,742,257	11.97%	16,511,028
110 City Colleges (PC)	90,603	70,000	78,000	45,452	58.27%	70,000
150 Glendale Community College	11,919,490	18,532,041	16,935,642	4,630,839	27.34%	20,315,150
200 GateWay Community College	5,204,984	8,843,032	7,343,805	1,547,981	21.08%	9,036,043

13.7 MB_631 – Budget Detail by Division

A screen shot of the report is not included here, but it does look like the MB_630. The report lists the object detail for each charge center and is sorted by division. [The MB_630 is sorted by account] This report also lists the position detail for applicable budget lines. Select the check box to suppress employee id and employee name.

To run this report, choose the Budget Year, Unit, Fund and Revenue or Expenses, and the check box, if applicable and click the Run icon.

Date Run: 05/16/2007 MARICOPA COMMUNITY COLLEGES Page: 1
Time Run: 11:03:55 AM BUDGET DEVELOPMENT BY UNIT AND DIVISION -- EXPENSE ACCOUNTS Report: MB_631
UNIT: 100 Phoenix College FUND: 110 General Fund DIVISION: 0015 VC Business Services

Object Code / HR Position Attributes		FY 04 - 05 ACTUAL EXP/REV	FY 05 - 06 ORIGINAL BUDGET	FY 05 - 06 CURRENT BUDGET	FY 05 - 06 CURRENT BALANCE	FY 05 - 06 %OF BUDGET	FY 06 - 07 PROPOSED BUDGET
Line # EmpID Status Employee Name FTE Eff Date/Seq. Pos-Num %Dist. Grd-Step Calendar							
Charge Center: 151450 Business Office							
51220 MATP		200,877	123,270	163,142	0	0.0%	133,320
2 10102388 CUR 1.00 04/19/200(2 01002062 100% 016-09 12 MO.	Mgr College Fiscal Services		67,850	Reduce step from 8 to 5 for FY02-03.; , OYO Replacement FY00-01 (DBO: edu step 3/29/05; MAT Reclss 04/05; Trnsfr 5/6/02 Rplc R Elliott)			76,238
3 00000000 VAC 1.00 04/19/200(1 01002003 100% 014-07 12 MO.	Bursar		55,420	New hire 1/2/02			57,082

13.8 MB_632 – Detail by Function

This report contains the same data as the MB_630 report, but sorts and groups budgets by functional category. Follow the standard procedure to run this report. The report only would be run for expenditures since revenues are not grouped by functional category.

Date Run: 05/16/2007 MARICOPA COMMUNITY COLLEGES Page: 1
Time Run: 11:12:16 AM BUDGET DEVELOPMENT BY UNIT AND DIVISION -- EXPENSE ACCOUNTS Report: MB_632
FUNCTION: 3 Administration UNIT: 100 Phoenix College FUND: 110 General Fund

Object Code / HR Position Attributes		FY 04 - 05 ACTUAL EXP/REV	FY 05 - 06 ORIGINAL BUDGET	FY 05 - 06 CURRENT BUDGET	FY 05 - 06 CURRENT BALANCE	FY 05 - 06 %OF BUDGET	FY 06 - 07 PROPOSED BUDGET
Line # EmpID Status Employee Name FTE Eff Date/Seq. Pos-Num %Dist. Grd-Step Calendar							
Charge Center: 151450 Business Office							
51220 MATP		200,877	123,270	163,142	0	0.0%	133,320
2 10102388 CUR 1.00 04/19/06 2 01002062 100% 016-09 12 MO.	Mgr College Fiscal Services		67,850	Reduce step from 8 to 5 for FY02-03.; , OYO Replacement FY00-01 (DBO: edu step 3/29/05; MAT Reclss 04/05; Trnsfr 5/6/02 Rplc R Elliott)			76,238
3 00000000 VAC 1.00 04/19/06 1 01002003 100% 014-07 12 MO.	Bursar		55,420	New hire 1/2/02			57,082

13.9 MB_635 – Budgets by Function

This report details the budget by charge center within each function of the unit. It also calculates cost per FTSE, cost per square foot for functions as appropriate. And it includes the summary of FTE by employee group.

The MB_635S is a companion summary report. It summarizes per unit costs and the total distribution of the budget by functional category for each unit

MB_635 Report

Run Control ID: MB_635 Report Manager Process Monitor Run

User ID: BURNS_D Description: Budget Analysis by Function

Budget Year: FY 07/08 GL Year 1: 2007 GL Year 2: 2006

Budget Version: Main

Unit: 100

Fund: 110 Thru Fund: 110

Example of report data:

Date Run: 05/16/2007
Time Run: 11:23:07 AM
Unit: 100 Phoenix College

Maricopa Community Colleges
Budget Development Summary by Function - Expense Accounts
Function: 1 Instruction

Report Page: 2
Program ID: MB_635
Fund: 110

		FY 05 - 06		FY 06 - 07		FY 07 - 08		
Program Name	Account	Revised Budget	Actual Exp/Rev	Original Budget	Revised Budget	Projected Budget	Difference Amount	Difference Percent
Instructional	111030	1,409,883	616,297	5,284,608	1,148,743	5,451,230	166,622	3.15%
Tuition Waiver-Ins	111080	84,378	84,378	0	110,234	0	0	0.00%
Computer Labs	111140	61,831	63,535	79,499	35,550	31,298	-48,201	-60.63%
Classics Program	111250	71,896	61,254	88,708	68,589	73,457	-15,251	-17.19%

13.10 MB_635S – Budget Summary by Function

This report summarizes by unit the budget for each unit in each functional category. The following screen shot illustrates the data in this report.

MB_635S Report

Run Control ID: MB_635S   Report Manager   Process Monitor   Run

User ID: BURNS_D   **Description:** Budget Summary by Function

Budget Year: FY 07/08   **GL Year 1:** 2007   **GL Year 2:** 2006

Budget Version: Main

Unit: 100

Fund: 110   **Thru Fund:** 110

Example of report data:

Date Run: 05/16/2007
Time Run: 11:26:38 AM

Maricopa Community Colleges
Budget Development Summary by Function - Expense Accounts

Report Page: 1
Program ID: MB_635S

		FY 05 - 06		FY 06 - 07		FY 07 - 08		
UNIT DESCRIPTION		Revised Budget	Prior Year Actual	Original Budget	Adjusted Budget	Projected Budget	Difference Amount	Difference Percent
100 Phoenix College								
	FUNCTION CATEGORY							
	Public Service	0	0	0	0	0	0	0.00%
	Instruction	25,296,175	25,568,805	26,244,995	25,499,267	25,206,458	-1,038,537	-3.96%
	Academic Support	5,683,585	5,573,130	6,049,891	5,831,366	6,568,542	518,651	8.57%
	Administration	2,133,397	2,077,860	1,883,029	1,954,886	2,026,601	143,572	7.62%
	Student Services	3,775,093	3,730,923	4,274,801	4,113,336	4,222,258	-52,543	-1.23%
	Physical Plant	4,501,954	4,258,606	3,963,103	4,606,432	4,040,547	77,444	1.95%
	General Institutional	4,256,742	3,190,055	3,401,422	4,937,701	5,266,856	1,865,434	54.84%
UNIT 100 TOTAL:		$45,646,946	$44,399,380	$45,817,241	$46,942,989	$47,331,262	$1,514,021	3.30%

13.11 MB_640, 641, 642, and 643 Reports – Account Status Budget Summary

The MB_640 illustrates each unit's budget by year and by charge center. Like the MB_630 report, it can be run a few different ways and therefore it is related to several different reports: MB_641, MB_642 and MB_643. The MB_640 report sorts data by unit, fund, charge center and object code. The companion reports sort this data slightly differently.

The MB_641 report sorts data by fund, unit, charge center and object code.

The MB_642 report sorts data by object code, unit, fund and charge center.

Last but not least, the MB_643 report sorts data by unit, object code, fund and charge center.

Mb 643

Run Control ID: MB_643 Report Manager Process Monitor Run

User ID: BURNS_D Description: Totals by Unit, Obj, Fund, CC

Budget Year: FY 07/08

Budget Version: Main

Unit: 100 ☐ Run All Units

Fund: 110 Thru Fund: 110

Rev or Exp: Expenses Low Object: 50000 High Object: 59999

☐ Sub-total by Charge Center

Example of report data:

DATE RUN: 5/16/2007 MARICOPA COMMUNITY COLLEGES Page: 9
TIME RUN: 11:31:56 AM ACCOUNTS STATUS BUDGET BY UNIT, OBJ CODE, FUND, CHARGE CENTER REPORT: MB_643

ACCOUNT CODE	DESCRIPTION		EMPLID	SEQ	2005 - 2006	2006 - 2007	2007 - 2008
TOTAL OBJECT CODE:	**51122**	**Faculty, Part-Time, Eve**			**1,760,771**	**1,848,810**	**1,903,956**
110-100-111030-51124	Faculty, Substitute, Day			1	60,782	63,821	65,736
TOTAL FUND:	**110**	**General Fund**			**60,782**	**63,821**	**65,736**
TOTAL OBJECT CODE:	**51124**	**Faculty, Substitute, Day**			**60,782**	**63,821**	**65,736**
110-100-111030-51125	Faculty, Substitute, Eve			1	17,202	18,062	18,604
TOTAL FUND:	**110**	**General Fund**			**17,202**	**18,062**	**18,604**

13.12 MB_650 – Multi-year by Object Codes

The MB_650 shows multi year trends in dollar amount and in percent terms for object codes by unit. Note: If you choose multiple funds or units the object amounts are aggregated.

MB_650 Report

Run Control ID: MB_650 Report Manager Process Monitor Run

User ID: BURNS_D Description: MB_650

Fund: 110 Thru Fund: 110

Unit: 100 Thru Unit: 999 ☑ Run all Units

Rev or Exp: Expenses Low Object: 50000 High Object: 59999

(Current year and five prior years are displayed)

Example of report data:

Date Run: 05/16/2007 MARICOPA COMMUNITY COLLEGE DISTRICT Page 1 of 68
Time Run: 11:34:58 AM BDS MULTI-YEAR FINANCIAL TRENDS BY OBJECT CODE REPORT Report: MB_650
Budget Cycle Fiscal Year: 2008

FUND: 110 UNIT: 100 PC	General Ledger Actuals for Fiscal Years					Original	Projected	Year over Year Changes (In Percentage Terms)					
Object Code and Description	**2002**	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**
FUND: 110													
UNIT: 100 PC Phoenix College													
51111 Residential	11,216,912	11,423,799	11,811,380	12,433,341	13,607,669	14,585,295	15,090,949	1.84	3.39	5.27	9.44	7.18	3.47
51112 Residential-Overload	262,045	279,743	431,217	355,727	328,448	234,610	241,648	6.75	54.15	-17.51	-7.67	-28.57	3.00
51113 Residential-Sabbatical	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
51114 Residential-Extended Contract	229,442	339,486	240,338	283,393	374,521	267,342	271,418	47.96	-29.21	17.91	32.16	-28.62	1.52

13.13 MB_652 – Multi-year by Function

The MB_652 shows multi year trends in dollar amount and in percent terms for functions by unit.

MB_652 Report

Run Control ID: MB_652 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** MB_652

Fund: 110 **Thru Fund:** 110

Unit: 100 **Thru Unit:** 999 ☑ **Run all Units**

(Current year and five prior years are displayed)

Example of report data:

Date Run: 05/16/2007
Time Run: 11:39:01 AM

MARICOPA COMMUNITY COLLEGE DISTRICT
BDS MULTI-YEAR FINANCIAL TRENDS BY FUNCTION REPORT
Expenditures Only Budget Cycle Fiscal Year: 2008

Page 1 of 58
Report: MB_652

FUND: 110 UNIT: 100 PC	General Ledger Actuals for Fiscal Years					Original	Projected	Year over Year Changes (In Percentage Terms)					
Charge Center and Description	2002	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008
FUND: 110													
UNIT: 100 PC Phoenix College													
121290 Vacation/Sick Leave 0	3,830	5,288	5,789	6,603	6,071	0	0	38.07	9.47	14.06	-8.06	-100.00	0.00
121500 Center On Aging	206	11,552	8,089	6,149	0	0	0	5498.40	-29.98	-23.98	-100.00	0.00	0.00
Public Service (0) Totals:	**4,036**	**16,840**	**13,878**	**12,752**	**6,071**	**0**	**0**	**317.22**	**-17.59**	**-8.11**	**-52.39**	**-100.00**	**0.00**

13.14 MB_654 – Multi-year by Charge Center

The MB_654 shows multi-year trends in dollar amounts for object codes in all charge centers of the selected fund(s) and unit(s).

MB_654 Multi Year

Run Control ID: MB_654 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** MB_654 Multi-Year by Chg Ctr

Fund: 110 **Thru Fund:** 110

Unit: 200 **Thru Unit:** 200

From Division 0000 **To Division** 0090 ☑ **Run All Divisions**

Rev or Exp: Expenses **Low Object:** 50000 **High Object:** 59999

☐ **Page Break on Charge Center**

(Current year and five prior years are displayed)

Example of report data:

Date Run: 5/17/2007
Data Time: 11:14:47AM

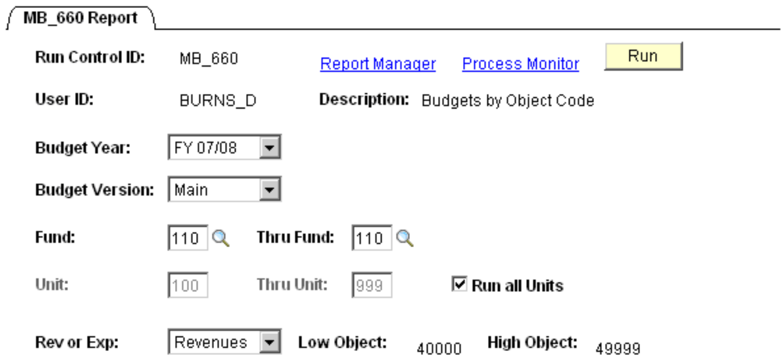
MARICOPA COMMUNITY COLLEGES
MULTI-YEAR FINANCIAL TRENDS by CHARGE CENTER
Fiscal Year: 2008

Page 2 of 7
Report: MB_654

		General Ledger Actuals for Fiscal Years					2007 Budgets	YTD	YTD Actuals/	YTD Balance	2008 Projected
Object Code/Description		2002	2003	2004	2005	2006	Original	Operating	Encumbrance	Available	Budget
210 701 241250 Presidents Scholarships											
59110	Academic Scholarship	1,447,490	1,692,198	1,992,646	2,420,023	2,893,867	3,099,493	3,099,493	1,780,027	1,319,467	3,099,493
59903	Transfers To Restricted	0	0	0	50,000	0	0	0	0	0	0
Total Charge Center 241250		**1,447,490**	**1,692,198**	**1,992,646**	**2,470,023**	**2,893,867**	**3,099,493**	**3,099,493**	**1,780,027**	**1,319,467**	**3,099,493**
210 701 241262 Honors Program Fee Awards											
59110	Academic Scholarship	299,030	328,506	358,576	342,895	404,803	632,083	632,083	86,983	545,100	632,083
Total Charge Center 241262		**299,030**	**328,506**	**358,576**	**342,895**	**404,803**	**632,083**	**632,083**	**86,983**	**545,100**	**632,083**

13.15 MB_660 – Summary by Object Codes

This report details the budget by object code within a unit. It shows the current year and projected fiscal years.



MB_660 Report

Run Control ID: MB_660 Report Manager Process Monitor Run

User ID: BURNS_D Description: Budgets by Object Code

Budget Year: FY 07/08

Budget Version: Main

Fund: 110 Thru Fund: 110

Unit: 100 Thru Unit: 999 ☑ Run all Units

Rev or Exp: Revenues Low Object: 40000 High Object: 49999

Example of report data:

DATE RUN: 5/16/2007
TIME RUN: 11:43:04 AM

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
FISCAL YEAR 07 - 08 FUND - 110 THRU 110 REVENUES
07-08 BUDGET COMPARED TO 06-07 BUDGET BY UNIT

PAGE: 1
REPORT: MB_660

100 PHOENIX COLLEGE PC

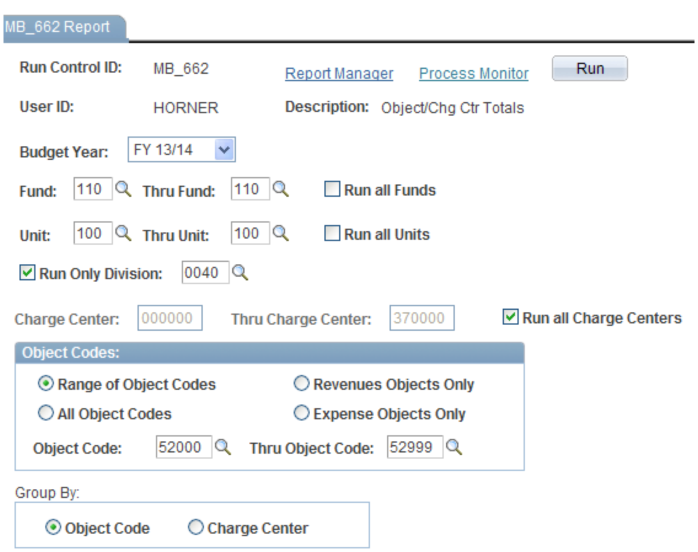
OBJECT CODE	OBJECT CODE DESCRIPTION	06-07	07-08	INCREASE/DECREASE 06-07 TO 07-08 AMOUNT	PCT
45105	Registration Fees	169,000	169,000	0	0.00%
45170	Non-Regular (Audit)	383	383	0	0.00%
45220	Course Fee	0	0	0	0.00%
45260	Transcript	35,326	35,326	0	0.00%
45280	Evaluation By Examination	17,979	17,979	0	0.00%
45340	Fees - Lost And Damaged Items	200	200	0	0.00%
48010	Copy Machine/Vending Receipts	300	300	0	0.00%
48090	Other - Miscellaneous	6,500	6,500	0	0.00%
TOTAL UNIT: 100	Phoenix College	$229,688	$229,688	$0	0.00%

13.16 MB_662 Object Charge Center Totals

This report was designed to give users maximum flexibility in choosing variables for a report for funds, units, charge centers as well as for objects. The report can be grouped by Object Code or by Charge Center. The reports reflect budget amounts for the budget year chosen (e.g. FY13-14= Projected 2014) as well as for the previous year (FY12-13).

It should be noted that the amounts will reflect the total amount for that object (not the budgets for individual lines with the same object). For example, if there are 5 faculty lines with object 51111, the amount will reflect the TOTAL salaries for all 5 under object 51111.

As shown in the MB_662 parameter page print screen below, the following choices are available:



MB_662 Report

Run Control ID: MB_662 Report Manager Process Monitor Run

User ID: HORNER Description: Object/Chg Ctr Totals

Budget Year: FY 13/14

Fund: 110 Thru Fund: 110 ☐ Run all Funds

Unit: 100 Thru Unit: 100 ☐ Run all Units

☑ Run Only Division: 0040

Charge Center: 000000 Thru Charge Center: 370000 ☑ Run all Charge Centers

Object Codes:

◉ Range of Object Codes ○ Revenues Objects Only

○ All Object Codes ○ Expense Objects Only

Object Code: 52000 Thru Object Code: 52999

Group By:

◉ Object Code ○ Charge Center

Fund: choose one fund, a range of funds, or check the "run all Funds" box

Unit: choose one unit, a range of units, or check the "run all Units"box

Division: If you check the box, the field will allow you to select 1 division [particularly useful for divisions in Unit 700; If you do NOT check the division box, you get ALL divisions for the chose unit(s)

Charge Ctr: choose one charge center, a range of charge centers, check the "run all Charge Centers" box

Objects: check one of the 4 buttons to choose which object(s) you want:

- Range of object codes (when this button is clicked the object range boxes will be available as shown in the example; you can choose one object or a range) :
- Revenue objects;
- Expense objects,
- ALL objects (revenue and expense)

The report can be grouped by either Object code or by Charge Center.

Example of report data:

This is a sample page of the report grouped by **Object Code:** [object range 52000 to 52999].
Note Object 52110 FICA reflects amounts in various charge centers for the chose unit/division; the object budget amounts are totaled.

Run Date: 1/4/2013 **Maricopa Community Colleges** Report: MB_662
Run Time: 11:43:35 AM Budget Totals by Object Code Page: 1

Object Code	Charge Center		Original 2013	Projected 2014	Total Projected Expense	Total Projected Revenue
Fund 110						
Unit 700	**MCCD District Office**	**Division 0040** General Institutional				
52110 FICA						
	151900	Wellness Incentives	2,880	2,880		
	161320	Mailroom Services	1,929	1,929		
	161870	Emerald Point Support Center	7,283	7,283		
	171011	Public Safety-Colleges	4,019	4,019		
	171040	Operations	16,789	17,082		
Total Object Code	52110		**32,900**	**33,193**		

This is a sample page of the same report – but this is grouped by **Charge Center**. Note this is the same object range (52000 to 52999), but report shows all objects in the chosen range by Charge Center – plus the <u>charge center total</u>.

Run Date: 1/4/2013 **Maricopa Community Colleges** Report: MB_662
Run Time: 11:49:13 AM Budget Totals by Charge Center Page: 1

Charge Center	Object Code		Original 2013	Projected 2014	Total Projected Expense	Total Projected Revenue
Fund 110						
Unit 100	**Phoenix College**	**Division 0040** General Institutional				
171011 Public Safety-Colleges						
	52110	FICA	27,013	26,073		
	52120	State Retirement	48,580	46,890		
	52130	Medicare Benefits	6,318	6,098		
	52310	Life Insurance 5K	294	294		
	52410	Disability Insurance-Long Term	650	628		
	52430	Workmens Compensation	8,663	8,627		
	52999	Flex Benefits	67,480	67,480		
Total Charge Center			**158,998**	**156,090**		

13.17 MB_664 – Budgeted Positions FTE

This report shows numbers and FTE of budgeted positions by employee group for two years and the comparative increase or decrease. The position information is sorted by object code and calendar. (eg. 9mo, 10mo, 12mo)

MB_664 Report

Run Control ID: MB_664 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** FTE Report: Budgeted Positions

Budget Year: FY 07/08

Budget Version: Main

Fund: 250 **Thru Fund:** 250

Unit: 100 ☐ **Run all Units**

Example of report data:

DATE RUN : 5/16/2007 MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT PAGE: 1
TIME RUN: 11:46:07 AM BUDGETED POSTITONS BY YEAR REPORT: MB_664

100 Phoenix College		06-07 CNT	06-07 FTE	07-08 CNT	07-08 FTE	Increase/Decrease 06-07 vs. 07-08 CNT	%	FTE	%
51230	Support, Classified								
	Cal C: 10 MO. 1/4	1	0.21	1	0.21	0	0.00%	0.00	0.00%
	TOTAL 51230	1	0.21	1	0.21	0	0.00%	0.00	0.00%
TOTAL Phoenix College		1	0.21	1	0.21	0	0.00%	0.00	0.00%

13.18 MB_665 – Positions by Unit and Division

This report totals budgeted positions by division within units and is sorted by object and calendar. The user chooses the budget year, fund and unit as parameters to run the report. This would most commonly be used by District Office divisions but could be run by any unit that uses the divisional categorization to budget.

MB_665 Report

Run Control ID: MB_665 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** Positions by Unit, Division

Budget Year: FY 07/08

Budget Version: Main

Fund: 110 **Thru Fund:** 110

Unit: 100 ☐ **Run all Units**

From Division: 0003 **To Division:** 0090

Example of report data:

RUN DATE: 5/16/2007 MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT PAGE: 2
RUN TIME: 11:50:24 AM FISCAL YEAR 07 - 08 FUND - 110 CURRENT UNRESTRICTED MB_665
FTE & POS COUNT - FY 06 - 07 VS 07 - 08 BY UNIT

	PHOENIX COLLEGE 06 - 07 CNT	FTE	07 - 08 CNT	FTE	INCREASE/DECREASE 06 - 07 VS 07 - 08 DIFFERENCE CNT	FTE	PERCENT CNT	FTE
DIVISION: 0040 General Institutional								
51220 MATP								
Cal A: 12 MO.Full	3	3.00	3	3.00	0	0.00	0.00%	0.00%
TOTAL 51220	3	3.00	3	3.00	0	0.00	0.00%	0.00%
51230 Support, Classified								
Cal A: 12 MO.Full	2	2.00	1	1.00	-1	-1.00	-50.00%	-50.00%

13.19 MB_668 – Positions by Unit

This report is a summary showing FTE count by fund, unit and employee group and increases/decrease by number and percent. This report does not show objects or calendar. The user chooses the budget year, fund range and unit as parameters to run the report. This report is used by the District Office as the basis for the FTE position by college schedules for Fund 1 and for Fund 2 in the Proposed and Adopted Budget Schedules.

MB_668 Report

Run Control ID: MB_668 Report Manager Process Monitor Run

User ID: BURNS_D **Description:** Budgeted Positiions by Unit

Budget Year: FY 07/08

Budget Version: Main

Fund: 110 **Thru Fund:** 110

Unit: 100 Thru Unit: 999 ☑ **Run all Units**

Example of report data:

DATE RUN: 5/16/2007
TIME RUN: 12:03:00 PM

MARICOPA COMMUNITY COLLEGES
Budgeted Positions by Unit
Fiscal Year 2008

PAGE: 2
REPORT: MB_668

	FTE		Increase/Decrease		Percent of Total	
Phoenix College	06-07	07-08	FTE	Percent	06-07	07-08
Residential	198.00	200.00	2.00	1.01%	43.46%	44.07%
Executive	1.00	1.00	0.00	0.00%	0.22%	0.22%
MATP	50.08	53.08	3.00	5.99%	10.99%	11.70%
Support, Classified	144.47	136.78	-7.69	-5.32%	31.71%	30.14%
Custodial/Grounds	36.00	36.00	0.00	0.00%	7.90%	7.93%
Crafts	5.00	5.00	0.00	0.00%	1.10%	1.10%
College Safety	6.00	7.00	1.00	16.67%	1.32%	1.54%
Early Retiree, with FTE	15.00	15.00	0.00	0.00%	3.29%	3.30%
Unit Total	**455.55**	**453.86**	**-1.69**	**-0.37%**	**100%**	**100%**

13.20 MB_670S – FTE Changes Summary

This report is a summary of the MB_670 report that is included in various budget process materials such as the "Supplements". Note: This report provides all units within the chosen fund. Some colleges include more than one unit. (eg. Unit 100 and 110 are combined below)

MB_670S Report

Run Control ID: MB_670S Report Manager Process Monitor Run

User ID: BURNS_D **Description:** BDS FTE Changes Summary

Budget Year: FY 07/08

Budget Version: Main

Fund: 110

Example of report data:

Date Run: 05/16/2007
Time Run: 12:09:05 PM
Report: MB_670S

MARICOPA COMMUNITY COLLEGES
FTE CHANGES - SUMMARY
FY 2007 - 2008

YEAR: 2008
VERSION: MAIN
FUND: 110

		CEC	RFP	MATP	PSA	M&O	CRAFTS	SAFETY	RETIREES	TOTAL
PHOENIX (Includes City Colleges)	**FY 07-08**	1.00	200.00	54.08	139.78	37.00	5.00	7.00	15.00	**458.86**
	FY 06-07	1.00	198.00	51.08	146.47	37.00	5.00	6.00	15.00	**459.55**
	CHANGE	**0.00**	**2.00**	**3.00**	**-6.69**	**0.00**	**0.00**	**1.00**	**0.00**	**-0.69**

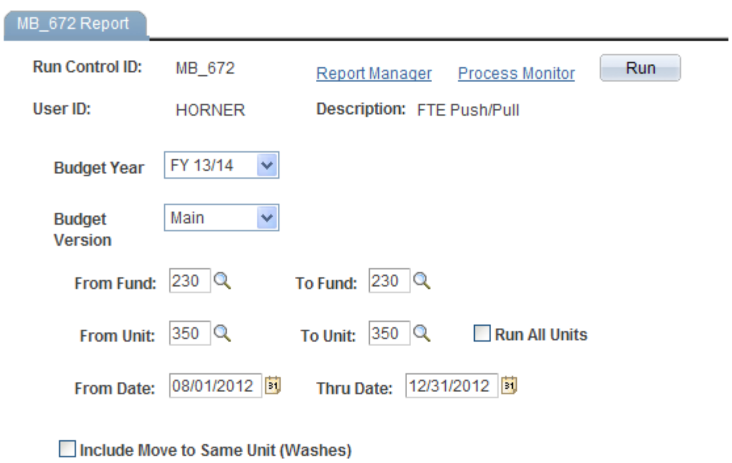
13.21 MB_672 – FTE Push/Pull

This report takes the place of the MB_670 report which showed detail on FTE changes by employee policy group. **NOTE** that this report gets its information from the FTE changes recorded in the Transactions audit trail each time you save a Position change that affected the Budgeted FTE for a position. The FTE changes on this report are still sorted by employee group.

The Transactions processing has been changed to eliminate as much user entry as possible when budget line actions affect FTEs. Users are no longer required to determine the FTE impact (Wash, Reallocation etc.) themselves. The system will now record what action the user was doing when the FTE was impacted. The only field they are still required to enter is the Memo field. The FTE actions are broken down into several different types. The new report uses these new actions

- FTE Added - FTE added as a result of the ADD line function.
- FTE Dropped - FTE dropped as a result of the DROP line function.
- FTE Moved to new Unit - FTE moved to a new Unit as a result of the MOVE function.
- FTE Moved to same Unit - FTE moved to same Unit as a result of the MOVE function. (a.k.a. Washes)
- FTE Updated Calendar - FTE updated as a result of updating the position calendar.
- FTE Updated Distribution - FTE updated as a result of updating the position Distribution Percent.
- FTE Updated FTE - FTE updated as a result of updating the Budgeted FTE on the position.
- FTE Updated combination - updating any combination of the three others.

As shown below, Moved to same Unit (Washes) can be filtered from the report."



Example of report data:

Run Date: 1/4/2013
Run Time: 12:00:26 PM

Maricopa Community Colleges
FTE Push/Pull

Report MB_672
Page 3 of 5

	Charge Center	Position Nbr	FTE Change	FTE Action	Transaction Date	FTE Notes/ User Memo
Unit 350 Rio Salado College						
Management, Admin, Tech						
Dir Bus & Industry Partnership	258158	11007640	1.00	Add	11/26/2012	FTE Added New position
Adult Basic Educ Lead Teacher	256040	11007331	-1.00	Drop	11/29/2012	FTE Dropped Accepted Site Coordinator position
Dir Continuing Education	258310	11007097	-1.00	Drop	12/12/2012	FTE Dropped Didn't replace
Total FTE Change MAT			**8.00**			
Professional Staff						
Graphic Designer II	258310	11007604	1.00	Add	11/1/2012	FTE Added Correct account code, moved from 277240

13.22 MB_675 – Position Changes Push/Pull

This report shows changes in positions between budget years.

The following shows the parameters that may be selected. The report itself is not shown since it contains information about employees and salaries.

MB_675 Report

Run Control ID:	MB_675	Report Manager	Process Monitor
User ID:	BURNS_D	Description:	BDS Personnel Changes
Budget Year:	FY 07/08		
Budget Version:	Main		
Fund:	110	Thru Fund:	280
Unit:	100	Thru Unit:	999
		☑ Run all Units	
From Date:	07/01/2006	Thru Date:	03/23/2007
Security Level:	3		

Run

Example of report data:

DATE RUN: 05/16/2007
TIME RUN: 12:12:06 PM

MARICOPA COMMUNITY COLLEGES
FY 07 - 08 PERSONNEL CHANGES ANALYSIS

Page: 35
Report: MB_675

EFF DATE	EMPLOYEE NAME	EMPLID	ACCOUNT #	POS #	FY 07 - 08 BUDGET REVISED DUE TO PERSONNEL ACTION						NET CHANGE	PERSONNEL CHANGE NOTES	
					BEFORE			AFTER					
					SALARY	BEN.	TOTAL	SALARY	BEN.	TOTAL		USER ID	TRANS DATE
12/14/2006	Vacant	00000000	**110-250-112320-51230**	02503127	18,263	6,589	24,852	18,193	6,722	24,915	**63**	M&C UPDATE HORNER	12/14/2006
12/14/2006	Vacant	00000000	**110-250-112320-51230**	02503206	16,741	6,329	23,070	16,677	6,463	23,140	**70**	M&C UPDATE HORNER	12/14/2006

13.23 MB_680D – Positions by Status Codes

This report details budgeted positions by status code. The following shows the parameters that will appear on the report. A status code must be selected to retrieve data. (eg. Vacant, current, dropped, etc.)

Mb 680d

Run Control ID:	MB_680D	Report Manager	Process Monitor
User ID:	BURNS_D	Description:	Position Status
Budget Year:	FY 07/08		
Budget Version:	Main		
Unit:	100	Thru Unit:	999
		☑ Run all Units	
From Division:	0000	To Division:	0090
Budget Line Status:		Select (blank) to report all statuses	

Run

Example of report data:

RUN DATE: 5/16/2007
RUN TIME: 12:16:39 PM

MARICOPA COMMUNITY COLLEGES
BUDGET STATUS - POSITIONS REPORT

PAGE: 5
MB_680D

ACCOUNT NUMBER	ST	EMPLID	EMPLOYEE NAME	TITLE	SCH	GR/S	OVER RIDE	FTE	BUDGET FTE	CA	%	PROJECTED BUDGET
110-100-161280-51111	VAC	00000000	Vacant,Price eff 6'24'06	General Business	FAC	710/14		1.00	1.00	H	100%	88,402
110-100-161280-51111	VAC	00000000	Vacant,FY07-08 New Faculty	FY07-08 New Faculty	FAC	001/07		1.00	1.00	H	100%	58,541
110-100-161280-51111	VAC	00000000	Vacant,health care FY0607	Health Care Education	FAC	630/06		1.00	1.00	H	100%	64,226

13.24 MB _685 Budgeted Positions Cost Report

This new position cost report shows the salary and benefits for one or more personnel objects (e.g. 51111 through 51270) for one or more funds and for one or more units. Although the report screen shows a division range – it is suggested that colleges leave the default as is (0000 to 0090). For divisions in unit 700, you can change the range to reflect to/from the same division (e.g. 0010; 0015; 0035).

MB 685

Run Control ID: MB_685 Report Manager Process Monitor Run

User ID: HORNER Description: Budgeted Positions Cost

Budget Year: FY 10/11

Budget Version: Main

Unit: 701 Thru Unit: 701

From Fund: 110 To Fund: 280 ☐ Run all Funds

From Object: 51111 To Object: 51270 ☐ Run all Salary Objects

From Division: 0000 To Division: 0090

The MB_685 report shows positions by fund, unit and object (salary plan). The columns include: Charge Center #, position status (Cur, Vac), Name, Title, Position #, Grade/Step, Budgeted FTE, Calendar (e.g. FAC, 12, 10,9), Distribution %, Projected Salary, Budgeted Benefit cost and Total Position cost.

The report is sorted by object and status – with Current coming before Vacant positions). The report has a subtotal for vacant positions and a total for all positions for that object (salary plan).

Example of report data:

Run Date: 12/15/2009 Maricopa Community Colleges Page 2 of 5
Run Time: 8:05:28 AM Budgeted Position Cost Report: MB_685

Charge Center	Status	Name	Title	Position Number	Gr/Step	Bud FTE	Cal	Dist %	Projected Salary	Budgeted Benefits	Position Total
701 MCCD Central Allocations											
Fund 110	51111	FAC									
134040	VAC	Vacant,Backfill Position	Backfill for Fac. Assoc. Pres	11005779	001/07	0.00	Fac	100%	59,417	18,820	78,237
Total FAC Vacancies						**0.00**			**59,417**	**18,820**	**78,237**
Total FAC Fund 110						**0.00**			**59,417**	**18,820**	**78,237**
Fund 110	51220	MAT									
180630	CUR	Rodriguez,Bianca N.	Coord Wellness Education	11006631	013/02	1.00	12	100%	41,993	15,712	57,705
135440	VAC	Vacant,ASU Alliance Dir	ASU Alliance Director	11006114	999/01	0.50	12	100%	50,000	13,051	63,051
180650	VAC	Vacant,MAT	MAT President Reassigned Time	11006032	020/01	0.00	12	100%	82,862	23,003	105,865
Total MAT Vacancies						**0.50**			**132,862**	**36,054**	**168,916**
Total MAT Fund 110						**1.50**			**174,855**	**51,765**	**226,620**

13.25 MB_687D – Positions less than 100%

This report shows positions budgeted at less than 100%. This shows parameters that may be selected.

Mb 687d

Run Control ID: MB_687D Report Manager Process Monitor Run

User ID: BURNS_D Description: Positions < 100%

Budget Year: FY 07/08

Budget Version: Main

Unit: 100 Thru Unit: 999

☑ Run all Units

Example of report data:

RUN DATE: 5/16/2007 MARICOPA COMMUNITY COLLEGES PAGE: 6
RUN TIME: 12:19:57 PM BUDGET STATUS - POSITIONS < 100% REPORT MB_687D

ACCOUNT NUMBER	LINE	ST	EMPLID	EMPLOYEE NAME	TITLE	SCHD	GR/S	OVER RIDE	FTE	BUDGET FTE	CAL	%	PROJECTED BUDGET	BENE TOTAL
210-450-245560-51230	2	DRP	00000000	Vacant	Financial Aid Clerk II	PS	006/02		0.00	0.00	A	33.00%	0	0
OBJECT TOTALS FOR UNIT:				Chandler/Gilbert Comm. College	LINE COUNT 1				0.00	0.00			$0	$0
210-455-245960-51230	1	DRP	00000000	Vacant	Program Advisor	PS	009/06		0.00	0.00	A	50.00%	0	0
OBJECT TOTALS FOR UNIT:				Williams Education Center	LINE COUNT 1				0.00	0.00			$0	$0

13.26 MB_688D – Positions with Grade 999

The MB_688D report shows positions with a grade of 999.

Mb 688d

Run Control ID: MB_688D [Report Manager] [Process Monitor] [Run]

User ID: BURNS_D **Description:** Positions, Grade = 999

Budget Year: FY 07/08

Budget Version: Main

Unit: 100 Thru Unit: 999

☑ **Run all Units**

Example of report data:

RUN DATE: 5/16/2007 MARICOPA COMMUNITY COLLEGES PAGE: 5
RUN TIME: 12:24:59 PM EMPS WITH GRADE = 999 BY UNIT, ACCT, NAME MB_688D

ACCOUNT NUMBER	ST	EMPLID	EMPLOYEE NAME	SCHD-GR/S	FTE	CAL	%	START DATE	END DATE	06 - 07 AMOUNT	07 - 08 AMOUNT	BENEFIT AMOUNT
110-250-112810-51538	CUR	00000000	Vacant,Position	NON 999/01	0.50	A	100.00%			34,336	34,336	2,063
110-250-112810-51538	CUR	00000000	Vacant,Position	NON 999/01	0.50	A	100.00%			32,542	32,542	2,034
110-250-112810-51538	CUR	00000000	Vacant,Position	NON 999/01	0.50	A	100.00%			32,848	32,848	2,039
110-250-112810-51538	VAC	00000000	Vacant,Position	NON 999/01	0.50	A	100.00%			30,867	30,867	1,656

13.27 MB_689D – Redlined Employees

The MB_689D report displays all positions with a step of 25.

Mb 689d

Run Control ID: MB_689D [Report Manager] [Process Monitor] [Run]

User ID: BURNS_D **Description:** Redlined Employees

Budget Year: FY 07/08

Budget Version: Main

Unit: 100 Thru Unit: 999

☑ **Run all Units**

Example of report data:

RUN DATE: 5/16/2007 MARICOPA COMMUNITY COLLEGES PAGE: 2
RUN TIME: 12:29:17 PM REDLINED EMPLOYEES MB_689D

ACCOUNT NUMBER	ST	EMPLID	EMPLOYEE NAME	SCHD-GR/S	FTE	CAL	%	06 - 07 AMOUNT	07 - 08 AMOUNT	BENEFIT AMOUNT
110-700-161700-51230	VAC	00000000	Vacant,New	PS 008/25	1.00	A	100.00	7,966	8,085	8,606
110-700-151810-51230	VAC	00000000	Vacant,New	PS 008/25	1.00	A	100.00	19,225	239	7,226

13.28 MB_690D – Positions by Grade/Step

This report sorts and displays positions by grade and step. The following shows parameters that can be selected.

Mb 690d

Run Control ID:	MB_690D	Report Manager	Process Monitor · Run
User ID:	BURNS_D	**Description:**	Positions by Grade/Step
Budget Year:	FY 07/08		
Budget Version:	Main		
Unit:	100	Thru Unit: 999	☑ Run all Units
From Object:	51111	**To Object:**	51618

Example of report data:

RUN DATE: 5/16/2007 MARICOPA COMMUNITY COLLEGES PAGE: 1
RUN TIME: 12:31:49 PM POSITIONS BY GRADE AND STEP MB_690D

ACCOUNT NUMBER	ST	POS NBR	EMPLID	EMPLOYEE NAME	SCHD-GR/S	FTE	CAL	%	06 - 07 BUDGET	07 - 08 BUDGET	BENE TOTAL
FUND: 110											
110-100-111030-51112	CUR				- /00	0.00	A	100.00%	232,405	239,377	41,747
110-100-111030-51114	CUR				- /00	0.00	A	100.00%	47,779	49,212	8,583
110-100-111030-51114	MVF				- /00	0.00	A	100.00%	0	8,924	1,556
110-100-111030-51116	CUR				- /00	0.00	A	100.00%	402,508	414,583	72,303

13.29 MB_691D – Positions by Step

This is a new report that displays positions by step.

MB 691D

Run Control ID:	MB_691D	Report Manager	Process Monitor · Run
User ID:	BURNS_D	**Description:**	Positions by Step
Budget Year:	FY 06/07		
Budget Version:	Main		
Fund:	110	**Thru Fund:**	110
Unit:	100	Thru Unit: 999	☑ Run all Units
Step:	4		

Example of report data:

RUN DATE: 5/17/2007 MARICOPA COMMUNITY COLLEGES PAGE: 8
RUN TIME: 2:24:44 PM EMPLOYEES WITH STEP = 04 MB_691D

ACCOUNT NUMBER	ST	PSN NBR	EMPLID	EMPLOYEE NAME	SCHD-GR/S	FTE	CAL	%	05 - 06 AMOUNT	06 - 07 AMOUNT	BENEFIT AMOUNT
110-450-161190-51220	VAC	04552001			MAT 015/04	1.00	A	100.00%	0	54,483	16,205
110-450-112490-51220	CUR	04502066			MAT 016/04	1.00	A	100.00%	55,514	60,355	17,209
110-450-171040-51220	DRP	04502007			MAT 016/04	0.00	A	100.00%	0	0	0
110-450-141830-51220	DRP	04502068			MAT 017/04	0.00	A	100.00%	0	0	0

13.30 MB_692 – Budget Request

The MB_692 report is a way to search for prior budget requests. A detailed explanation of the budget request process starts on section 10 of this manual.

Budget Request

Run Control ID:	MB_692	Report Manager	Process Monitor
User ID:	BURNS_D	**Description:**	Budget Request

Run

Request Title:

Budget Year

☐ **Summary Only**

13.31 MB_699 – Transaction Audit Trail

This report will show saved transactions by user or all users for a specified period of time for specified units. Data by account and object code to the line item level is provided and changes in FTE and dollars are noted. Users are advised to run this report during budget development to check changes. It also is a good idea to run this report when done with budget development to preserve a record of changes.

MB_699 Report

Run Control ID:	MB_699	Report Manager	Process Monitor	Run
User ID:	BURNS_D	**Description:**	BDS Transactions Audit Report	
Budget Year:	FY 07/08			
Budget Version:	Main			
Fund:	110	**Thru Fund:**	320	
Unit:	100	Thru Unit:	999	☑ **Run all Units**
From Date:	03/14/2007	**Thru Date:**	03/20/2007	
Budget User Name:				☑ **Select all Operators**

Example of report data:

Run Date: 05/16/2007
Run Time: 12:42:55 PM

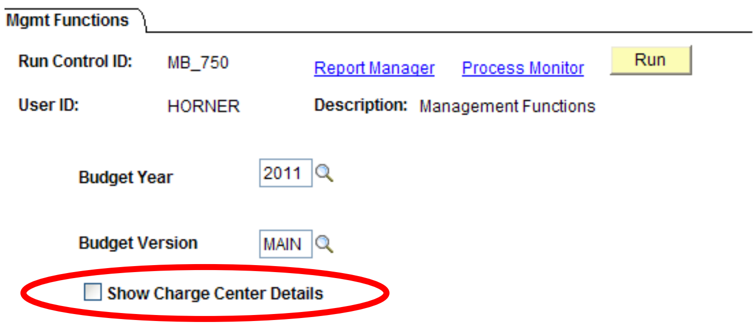
MARICOPA COMMUNITY COLLEGES
BDS TRANSACTION AUDIT REPORT

Page: 33
Report: MB_699

ACCOUNT/LINE ITEM NUMBER	TRANS DATE / TIME	M&C	USERNAME	OBJECT CODE DESCR.	OFFSET ACCOUNT/LINE	FTE CHANGE	$ CHANGE
EMPLID / EMPLOYEE NAME	POSN#		POSITION TITLE		HR FTE / BUD FTE		
110 - 700 - 151470 - 52110 (1)	2007-03-19 10:32		HORNER	FICA		0.00	208.00
110 - 700 - 151470 - 52120 (1)	2007-03-19 10:32		HORNER	State Retirement		0.00	323.00
110 - 700 - 151470 - 52130 (1)	2007-03-19 10:32		HORNER	Medicare Benefits		0.00	49.00
110 - 700 - 151470 - 52130 (1)	2007-03-20 18:56		WYLER	Medicare Benefits		0.00	-57.00

13.32 MB_750– Management Function

One of the recommendations of the 21st Century Maricopa was to create a Management View with rollup categories. This report incorporates the Managerial Functions and rollups that were recommended by the consultants. It separates Colleges, District Office and District Transfers into separate columns by six Managerial Functions: 1) Governing Board; 2) College Administration; 3) Academic Services/Instructional; 4) Student Services; 5) College Support Services and 6) Other Programs/Services. There are various rollup categories within each function. This report is currently set up only for Fund 110; it aggregates data for the chosen budget year.



Example of report data:

Run Date: 5/7/2010
Run Time: 9:18:00 AM

Expenditure Budget by Managerial Function
General Operation Fund One - Budget Year 2011

Report: MB_750
Page 1 of 30

Managerial Function	Rollup Category	College Budget	District Office Budget	District Transfer Budget	Grand Total
Governing Board					
	Governing Board		170,388		170,388
Governing Board Total			**$ 170,388**		**$ 170,388**
College Administration					
	Chancellor's Office		1,028,378		1,028,378
	College Presidents/Administration	4,140,732			4,140,732
College Administration Total		**$ 4,140,732**	**$ 1,028,378**		**$ 5,169,110**
Academic Services/Instructional					
	VP Academic Affairs	5,102,707	552,070		5,654,777
	Skill Center Transfer			5,716,967	5,716,967
	Library	10,082,989			10,082,989
	Instructional/Academic Support Programs/Services	8,329,869	6,134,189	269,000	14,733,058
	Academic Instruction	238,971,786	30,018	743,800	239,745,604
	Learning Assistance/Tutoring Services	4,729,061			4,729,061
	Faculty Development/Services	1,197,528			1,197,528
Academic Services/Instructional Total		**$ 268,413,940**	**$ 6,716,277**	**$ 6,729,767**	**$ 281,859,984**

You will note the optional "show charge center details" button on the report. If this is chosen, following the two-page summary is a sub-report that shows which charge centers are within that rollup category/Managerial Function and the total charge center budget by rollup and function.

Charge Center Detail
Managerial Functions

Page 3 of 30

			College Budget	District Office Budget	District Transfer Budget	Grand Total
Managerial Function	**MF0000**	**Governing Board**				
Rollup Category	**RC0005**	**Governing Board**				
Charge Center	151130	District Governing Board	0	100,807	0	100,807
Charge Center	162050	Governing Board Member Expenses	0	69,581	0	69,581
Rollup Category Total	RC0005		**0**	**170,388**	**0**	**170,388**
Managerial Function Total	MF0000		**0**	**170,388**	**0**	**170,388**
Managerial Function	**MF0100**	**College Administration**				
Rollup Category	**RC0105**	**Chancellor's Office**				
Charge Center	151170	Chancellor	0	1,028,378	0	1,028,378
Rollup Category Total	RC0105		**0**	**1,028,378**	**0**	**1,028,378**
Rollup Category	**RC0110**	**College Presidents/Administration**				
Charge Center	151210	Strategic Planning	45,300	0	0	45,300
Charge Center	151280	Personnel/President	428,878	0	0	428,878
Charge Center	151290	College Presidents	3,582,554	0	0	3,582,554
Charge Center	152670	Presidents' Special Projects Acct	84,000	0	0	84,000
Rollup Category Total	RC0110		**4,140,732**	**0**	**0**	**4,140,732**
Managerial Function Total	MF0100		**4,140,732**	**1,028,378**	**0**	**5,169,110**

13.33 MB_755– Management Function Comparison

The MB_750 report separates District Office and District Transfer; however, it does not separate individual colleges. Consequently, the MB_755 report was developed. This report shows a three year comparison of Fund 1 budget grouped by Management Function and Rollup Category <u>for a specific unit.(college).</u> It enables college administrators to compare the projected budget with prior years.

Compare Mgmt Funcs

Run Control ID: MB_755 Report Manager Process Monitor Run

User ID: HORNER **Description:** Management Function Comparison

Budget Year 2011 (This year and prior two years)

Budget Version MAIN

Unit 100

Example of report data:

Run Date: 5/7/2010
Run Time: 9:49:36 AM

Expenditure Budget by Managerial Function
General Operation Fund One - Budget Year 2011
Unit 100 Phoenix College

Report: MB_755
Page 1 of 2

Phoenix College

Managerial Function	Rollup Category	Fiscal Year 2009 *	Fiscal Year 2010	Fiscal Year 2011
Governing Board				
	Governing Board	0	0	0
Governing Board Total		**$ 0**	**$ 0**	**$ 0**
College Administration				
	Chancellor's Office	0	0	0
	College Presidents/Administration	457,735	486,212	384,610
College Administration Total		**$ 457,735**	**$ 486,212**	**$ 384,610**
Academic Services/Instructional				
	VP Academic Affairs	904,719	976,236	732,906
	Skill Center Transfer	0	0	0
	Library	1,327,081	1,262,855	1,280,726
	Instructional/Academic Support Programs/Services	48,909	48,891	49,318
	Academic Instruction	24,670,641	23,989,747	23,783,903
	Learning Assistance/Tutoring Services	230,115	293,153	358,969
	Faculty Development/Services	0	0	0
Academic Services/Instructional Total		**$ 27,181,465**	**$ 26,570,882**	**$ 26,205,822**
Student Services				

Please note that Management Functions became effective fiscal year 2010; therefore, values for years prior to FY09-10 may not be accurate. This is because charge centers were not assigned Rollup Category or Managerial Function values until FY09-10. If there was no assigned rollup category for a charge center or if that charge center was inactivated, it will appear at the top of the report (see example below).

Run Date: 5/7/2010
Run Time: 10:02:44 AM

Expenditure Budget by Managerial Function
General Operation Fund One - Budget Year 2011
Unit 450 Chandler/Gilbert Comm. College

Report: MB_755
Page 1 of 2

Chandler/Gilbert Comm. College

Managerial Function	Rollup Category			Fiscal Year 2009 *	Fiscal Year 2010	Fiscal Year 2011
Not Defined						
Not Defined	Not Defined	Charge Center	141800	447,268	0	0
Not Defined	Not Defined	Charge Center	152160	253,169	0	0
Not Defined Total				**$ 700,437**	**$ 0**	**$ 0**
Governing Board						
	Governing Board			0	0	0
Governing Board Total				**$ 0**	**$ 0**	**$ 0**
College Administration						
	Chancellor's Office			0	0	0
	College Presidents/Administration			416,340	431,673	411,352
College Administration Total				**$ 416,340**	**$ 431,673**	**$ 411,352**
Academic Services/Instructional						

13.34 MB_805 Course Detail Report

A working draft report designed for the colleges to see their data input. It is not the report that will go to the Governing Board. The report can be run several different ways. It can be run for one college or the whole district. The whole district option is primarily for the Budget Office. The report can be run for Course Fees only or Special Fees only. The default is for both. The report can be run without the "Covered Costs and Justification" narrative. The report can also be run for approved Fees only.

Collection Period: 2009-10 Spring
Unit: 100

Maricopa Community Colleges Course Fees
Phoenix College
Effective SPRING 2010

Report MB_805 Page 2 of 3
Run Date: 07/14/2009

Course	Section	Course Title	Change Reason	Current Fee	Proposed Fee	Projected Enrollment	Projected Revenue
CPD102AS	ALL	Conflict Resolution	Decreased Costs	$8.00	$0.00	12	$-96.00
Status: Pending		Last Updated: 7/1/2009 9:37:35 AM	By: TRIER				
Covered Costs and Justification:		No longer administer inventories					
MTC191	ALL	Electronic Music I	Increased Costs	$45.00	$55.00	28	$280.00
Status: Pending		Last Updated: 7/1/2009 9:50:50 AM	By: TRIER				
Covered Costs and Justification:		The increase in fees is to be used in direct support of our continual need of providing current, state-of-the art equipment (including hardware and software) for the Audio Production Technology program (a workforce development program). The various software applications used in the class require updating on a regular basis¿many of them are updated annually¿and using the most current versions of this software ensures the students are learning what is used in the workplace and helps us maintain a competitive program. In addition, the existing hardware used in these courses requires continual maintenance and/or replacement and as new hardware is developed and becomes commonly used in the workplace, new purchases must be made. Software upgrades cost anywhere from $75-$150 per seat while new software is priced between $400-$800 per seat. Replacement and new hardware typically costs between $60-$2000. As a constantly evolving industry, it is challenging to know exactly what additional softw					

13.35 MB_810 Course Fees Board Report

The report that will go to the Governing Board for consideration and approval. This is meant to be run by the Budget Office but is accessible to all Course Fee users. This report is run by collection period and can be run for all units or a single unit. The report groups course fees by unit with District Wide fees reporting separately. The report can be run for District Wide of Non District Wide fees. The report can also be run only for approved course fees, and with or without the course fee cost justifications. This report will show <u>course</u> <u>fees</u> <u>only</u>. Special fees are are presented in a different format after compilation by the Budget Office.

Collection Period: 2010-11 Fall

Maricopa Community Colleges Course Fees
DISTRICT WIDE
Effective FALL 2010

Page 1 of 1
Run Date: 7/14/2009

Course	Section	Course Title	Change Reason	Current Fee	Proposed Fee	Projected Enrollment	Projected Revenue
NUR 291	ALL	Nursing Clinical Capstone	New Course	0.00	190.00	100.00	19,000.00
Covered Costs and Justification:		Fees for total testing and lab supplies.					
MAT151	ALL	College Algebra	Decreased Costs	45.00	5.00	120.00	-4,800.00
Covered Costs and Justification:		Fee is reduced because a TA is no longer needed in the computer lab.					
JRN101	ALL	Professional Writing Fundamentals	New Course	0.00	25.00	20.00	500.00
Covered Costs and Justification:		# To provide online access to AP Stylebook through Associated Press. Each user fee is $25 (see http://apstylebook.com/). This is not an increase request but a new course request. This course is required by ASU and NAU for all journalism students. This access means that the students in this online course will not have to purchase an AP Stylebook.					
TCM213AA	ALL	Motion Picture Workshop: On -Location Shooting	Increased Costs	200.00	320.00	20.00	2,400.00
Covered Costs and Justification:		Need for increase due to inflation and increased use of technology in expanding program; To repair, upgrade and replace equipment and technology; To pay increased wages to Lab Technicians and to increase number of hours lab available to students; To upda					

13.36 MB_815 Course Fee Summary:

A statistical summary of course fee changes for a collection period. It displays counts and projected revenues broken down into three categories: New Fees, Increased Fees and Reduced/Eliminated Fees. District Wide fees will report as a separate line item. It is designed to help Budget Office staff and college administrators analyze course fee trends and prepare to respond to questions from the Governing Board.

Collection Period: 2010-11 Fall

Maricopa Community Colleges
Course Fees Summary

Report: MB_815
Run Date: 7/14/2009

College	Count: New Fees	Count: Increased Fees	Count: Reduced/ Eliminated Fees	Projected Revenues: New Fees	Projected Revenues: Increased Fees	Projected Revenues: Reduced/ Eliminated Fees
District - Wide	2	1	1	$19,500.00	$2,400.00	$-4,800.00
Estrella Mountain Comm College	1	1	0	$1,350.00	$2,250.00	$0.00
GateWay Community College	1	1	2	$2,000.00	$4,875.00	$0.00
Maricopa Skill Center	2	3	0	$9,771.00	$2,540.00	$0.00
Paradise Valley Comm. College	1	0	0	$1,248.00	$0.00	$0.00
Scottsdale Community College	0	1	0	$0.00	$9,450.00	$0.00
Southwest Skill Center	2	0	2	$1,250.00	$0.00	$-2,760.00

13.37 MB_820– Course Fee Web Report

This report lists the Board-approved Course fees and gets posted to the Budget Office website.

Page 1 of 1

Maricopa Community Colleges Adopted Course Fees
Rio Salado College
Effective FALL 2010

Course	Section	Course Title	Prior Course Fee	New/Changed Adopted Course Fee
HCC109	ALL	HCC109-CPR FOR HEALTH CARE PROVIDER	$ 0.00	$ 23.00 -
HES106	ALL	HES 106 CARDIO PULMINARY RESUSCITATION (CPR) AUTOMATED EXTERNAL DEFIBRILLATOR (AED)	$ 0.00	$ 21.00 -

13.38 MB_850– Capital Equipment Board Report

The MB_850 report provides a college summary and a fund source summary of capital equipment requests over $20,000 for the chosen budget year on the initial page. Subsequent pages show detailed equipment requests by college unit, fund source, equipment description, unit cost, number of units and total cost.

Capital Equipment

Run Control ID: MB_850 Report Manager Process Monitor Run

User ID: HORNER Description: Capital Equipment Board Report

Budget Year 2011

Example of report data:

Maricopa Community Colleges
Capital Equipment Requests Over $20,000
FY 2010 - 11

COLLEGE SUMMARY

College	Total
Glendale Community College	$ 180,000
GateWay Community College	$ 75,000
Mesa Community College	$ 310,000
Scottsdale Community College	$ 245,450
Chandler/Gilbert Comm. College	$ 418,000
Paradise Valley Comm. College	$ 175,000
Estrella Mountain Comm College	$ 175,000
	$ 1,578,450

FUND SOURCE SUMMARY

Source	Total
2004 GO Bond (College Mngd Tech)	$ 360,000
2004 GO Bond (Occ Ed Equipment)	$ 774,250
Fund 2	$ 163,200
Life without State Aid	$ 178,000
State Aid (Fund 710)	$ 103,000
	$ 1,578,450

Example of subsequent pages with detailed information by college:

Maricopa Community Colleges
Capital Equipment Requests Over $20,000
FY 2010 - 11

College	Unit	Fund Source	Equipment Description	Unit Cost	Units	Total Cost
Glendale Community College	150	2004 GO Bond (Occ Ed Equipment)	Truck for TTD Program(GCC Approval Pending)	$35,000	1	$35,000
Glendale Community College	150	2004 GO Bond (Occ Ed Equipment)	Simulated med.dispensing system(GCC Approval Pendi	$20,000	1	$20,000
Glendale Community College	150	Fund 2	Stadium Sound System(GCC Approval Pending)	$40,000	1	$40,000
Glendale Community College	150	Life without State Aid	Replace Farm Tractor(GCC Approval Pending)	$35,000	1	$35,000
Glendale Community College	150	Life without State Aid	Low monument wall-GCC North(GCC Approval Pending)	$50,000	1	$50,000
GateWay Community College	200	State Aid (Fund 710)	Air Conditioning System for IT Server Room	$75,000	1	$75,000
Mesa Community College	250	2004 GO Bond (College Mngd Tech)	Sun Database server	$30,000	1	$30,000
Mesa Community College	250	2004 GO Bond (College Mngd Tech)	Database Server	$35,000	1	$35,000
Mesa Community College	250	2004 GO Bond (College Mngd Tech)	SAN Disk Array	$40,000	1	$40,000
Mesa Community College	250	2004 GO Bond (College Mngd Tech)	VMware Host Server #2	$40,000	1	$40,000
Mesa Community College	250	2004 GO Bond (College Mngd Tech)	VMware Host Server #1	$40,000	1	$40,000
Mesa Community College	250	2004 GO Bond (Occ Ed Equipment)	Fire Truck	$60,000	1	$60,000
Mesa Community College	250	Life without State Aid	Lift	$20,000	1	$20,000
Mesa Community College	250	Life without State Aid	Tractor	$20,000	1	$20,000
Mesa Community College	250	Life without State Aid	Mower	$25,000	1	$25,000
Scottsdale Community College	300	2004 GO Bond (Occ Ed Equipment)	SimMan 3G package for Health Science Division	$72,250	1	$72,250
Scottsdale Community College	300	2004 GO Bond (Occ Ed Equipment)	Used fire truck for Fire Science Program	$50,000	1	$50,000

13.39 MB_855– Capital Equipment Detail

The MB_855 report provides detailed capital equipment requests over $20,000 by college (unit) and/or by division. All units or divisions can be chosen as well.

Cap Equip - Detail

Run Control ID: MB_855 Report Manager Process Monitor Run

User ID: HORNER Description: Capital Equipment Detail

Budget Year 2011

From Unit 150 To Unit 150 ☐ All Units

From Division 0000 To Division 9999 ☑ All Divisions

Example of report data:

Run Date: 5/11/2010
Run Time: 8:24:33 AM

Maricopa Community Colleges
Capital Equipment Requests Detail
Budget Year 2011

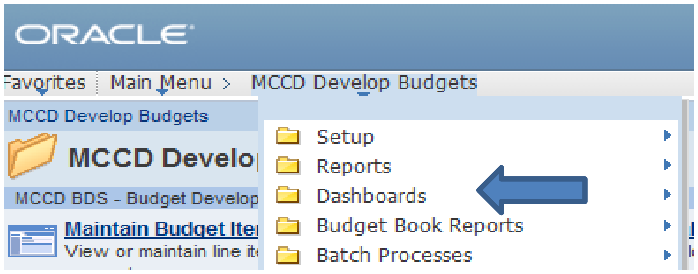
Report: MB 855
Page 1 of 1

Fund Source	Equipment Description	Unit Cost	Units	Total Cost
Glendale Community College Unit: **150**	Last Updated: 5/7/2010 4:16:25 PM By: GONZAL_H			
Fund 2	Stadium Sound System(GCC Approval Pending)	$ 40,000	1	$ 40,000
Life without State Aid	Low monument wall-GCC North(GCC Approval Pending)	$ 50,000	1	$ 50,000
Life without State Aid	Replace Farm Tractor(GCC Approval Pending)	$ 35,000	1	$ 35,000
2004 GO Bond (Occ Ed Equipment)	Truck for TTD Program(GCC Approval Pending)	$ 35,000	1	$ 35,000
2004 GO Bond (Occ Ed Equipment)	Simulated med.dispensing system(GCC Approval Pendi	$ 20,000	1	$ 20,000
Unit/Division Total				**$ 180,000**

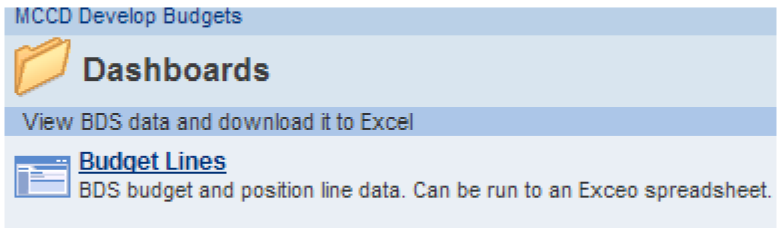
14.Dashboard

14.1 Dashboard Overview

The Dashboard in BDS is located as a separate folder under MCCD Develop Budgets; this tool enables users to view BDS data and download 'raw data' budget lines and/or position information into an unformatted Excel spreadsheet. [There are no totals or $ for amounts.]



After you open the Dashboards folder you see the option "Budget Lines".

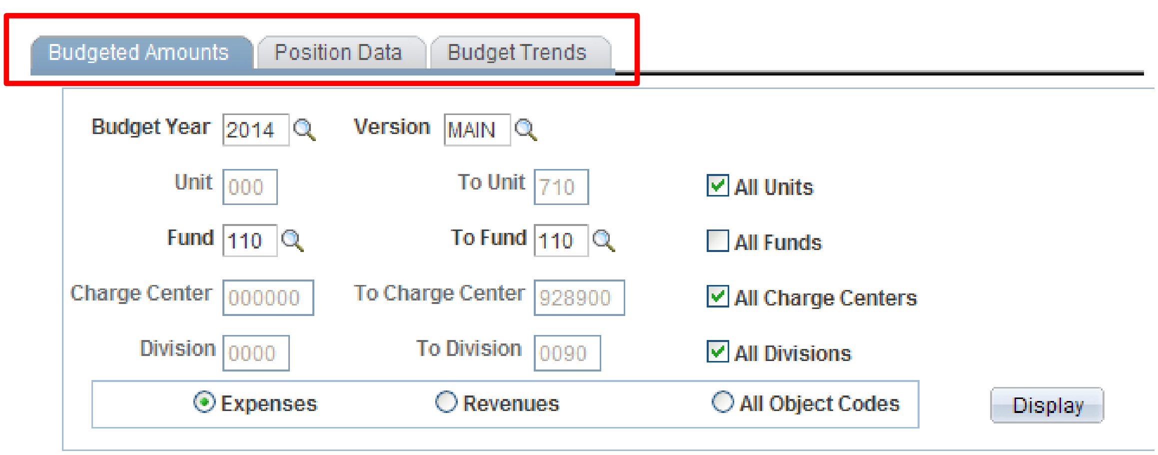


When you click on Budget Lines you get the following screen with three tabs:

1) **Budgeted Amounts** - this includes all budgeted positions as well as all other budget lines-[similar to the first tab called **Line Item List** when you go to **Maintain Budget Items** in BDS]

2) **Position Data** – includes only budget positions showing salary and benefits as well as other attributes- [similar to the **Maintain Items** tab

3) **Budget Trends –** shows comparisons of budget/accounting trends over a five-year period

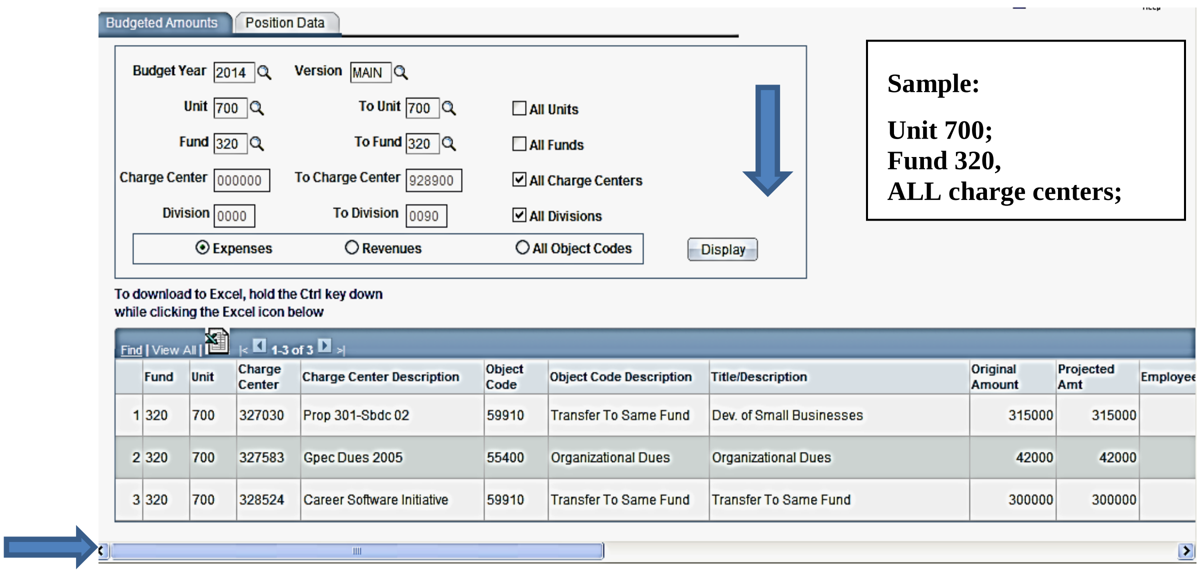


14.2 Budgeted Amounts

As with most BDS reports, users have the option to choose the following: [NOTE these choices are used for both the Budget Amounts and the Position Data tabs}.

- Budget Year – choose fiscal year for data [NOTE: default is the projected budget year = 2014]
- Version –default is MAIN for colleges users
- Unit – one unit, a range of units or ALL units [NOTE: default is users home unit]
- Fund – one fund, a range of funds or ALL funds [NOTE: default is Fund 110]
- Charge Center: one charge center, a range or ALL charge centers [NOTE: default is ALL]
- Division – one division, a range of ALL divisions [NOTE: default is ALL, except District Office division users – default is home division]
- Choose Expenses, Revenues or ALL objects codes. [NOTE: default is Expenses]

After you have made your selections press the Display button to get your budget lines . [see sample below]



	Fund	Unit	Charge Center	Charge Center Description	Object Code	Object Code Description	Title/Description	Original Amount	Projected Amt	Employee
1	320	700	327030	Prop 301-Sbdc 02	59910	Transfer To Same Fund	Dev. of Small Businesses	315000	315000	
2	320	700	327583	Gpec Dues 2005	55400	Organizational Dues	Organizational Dues	42000	42000	
3	320	700	328524	Career Software Initiative	59910	Transfer To Same Fund	Transfer To Same Fund	300000	300000	

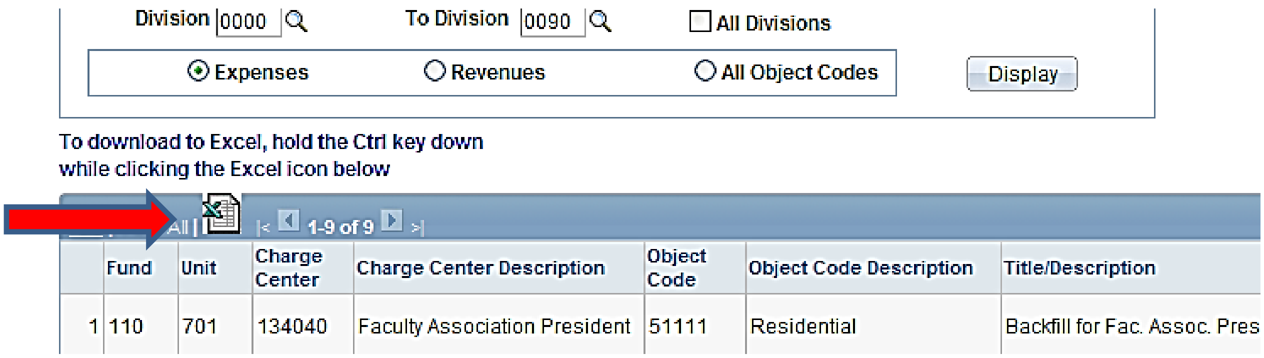
The sample above does not show all of the fields that are displayed; you need to move the blue bar at the bottom to the right to see additional fields.

The Fields that are located on the **Budgeted Amounts** tab include:

- ❖ Fund;
- ❖ Unit;
- ❖ Charge Center;
- ❖ Charge Center. Description;
- ❖ Object Code;
- ❖ Object Code Description;
- ❖ Title/Description (Title if a budgeted position; Description what the user inputs to describe the amount budgeted – this may be different from the object description)
- ❖ Original Amount (the year prior to the chosen year)
- ❖ Projected Amt. (the Budget Year chosen)
- ❖ Employee Name
- ❖ Salary Plan
- ❖ Grade

- Step
- Budget FTE (which is calculated by % distribution times HR FTE)
- Percent Distribution
- Calendar
- Position Number
- Function
- Function Description
- Unit Description
- Home Unit
- Division
- Division Description
- Budget Year
- Version (MAIN)

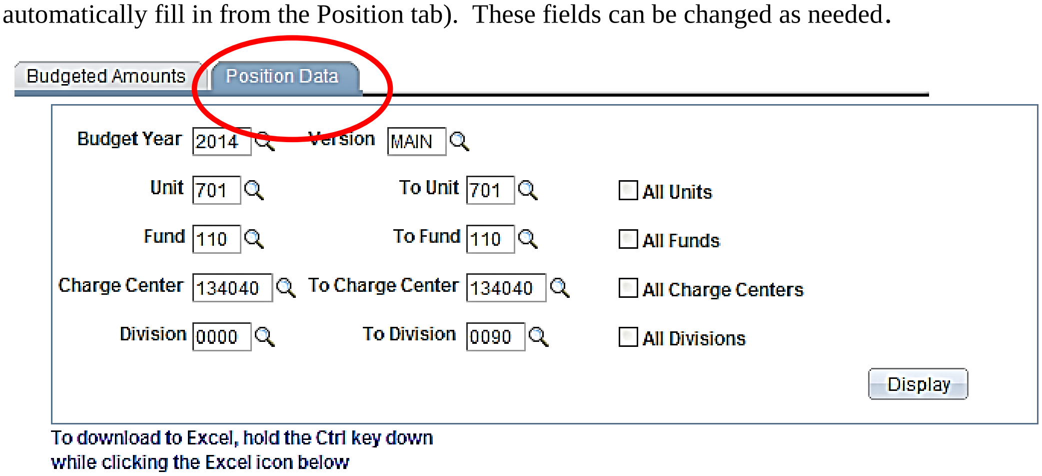
When you are ready to download the information to an Excel spreadsheet, hold down the Ctrl key and press the Excel Icon-- above the Unit field.



After the budget lines are loaded into Excel, you can do whatever Excel functions you wish to do for printing or analysis (e.g. create pivot tables, filter specific fields, hide columns or rows, etc.)

14.3 Position Data

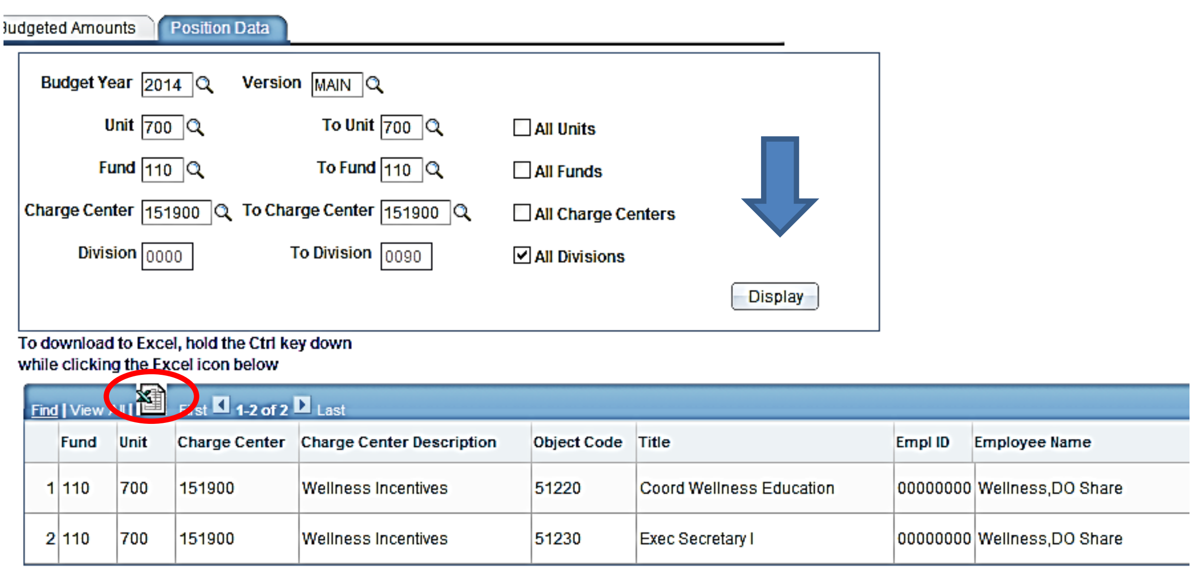
The **Position Data** tab has similar choices for selecting data: Budget Year, Version, Unit, Fund, Charge Center, Division, etc. It should be noted that the choices on this tab automatically fill in from the choices on the Budgeted Amount tab (or vice versa if you use the Position Data initially, the Budgeted Amounts will automatically fill in from the Position tab). These fields can be changed as needed.



The Fields that are located on the Position Data tab include:

- Fund;
- Unit;
- Charge Center;
- Charge Ct. Description;
- Object Code;
- Title
- Employee ID
- Employee Name
- Position Number
- Salary Plan
- Grade
- Step
- Calendar
- Budget FTE (which is calculated by % distribution times HR FTE)
- Percent Distribution
- Status
- Salary Amount
- Total Benefits
- Unit Description
- Home Unit
- Division
- Division Description
- Budget Year
- Version (MAIN)

After you have made your selections press the Display button to get your Position Data.



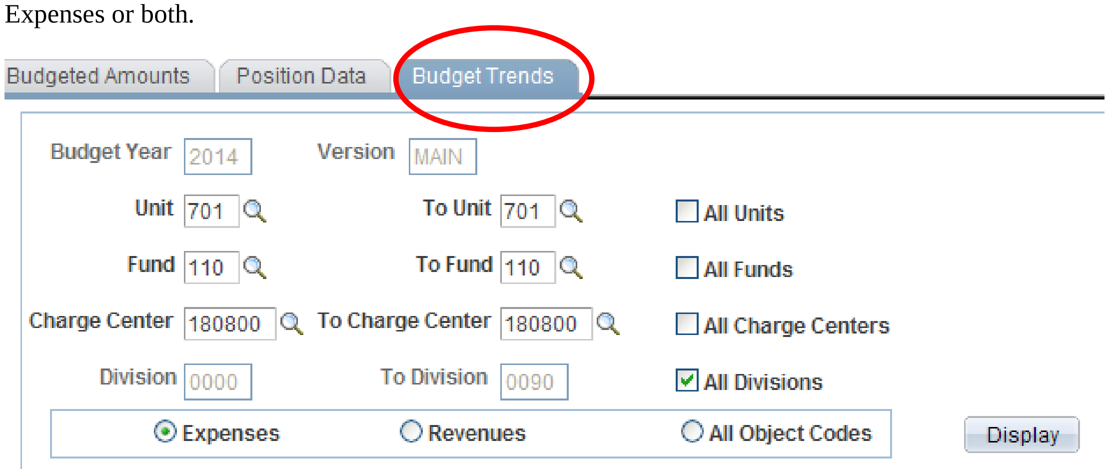
When you are ready to download the information to an Excel spreadsheet, hold down the Ctrl key and press the Excel Icon-- above the Unit field.

After the budget lines are loaded into Excel, you can do whatever Excel functions you wish to do for printing or analysis (e.g. create pivot tables, filter specific fields, hide columns or rows, etc.)

If you toggle between the two tabs, the data lines will clear; therefore, you need to press the Display button again (even if you don't change the parameters).

14.4 Budget Trends

The new **Trends** dashboard is designed to show comparisons of budget and accounting (CFS) trends over a 5-year period for easy export to an Excel spreadsheet. The **Budget Trend** tab has similar choices for selecting data: Budget Year, Version, Unit, Fund, Charge Center, Division as well as for either Revenues, Expenses or both.



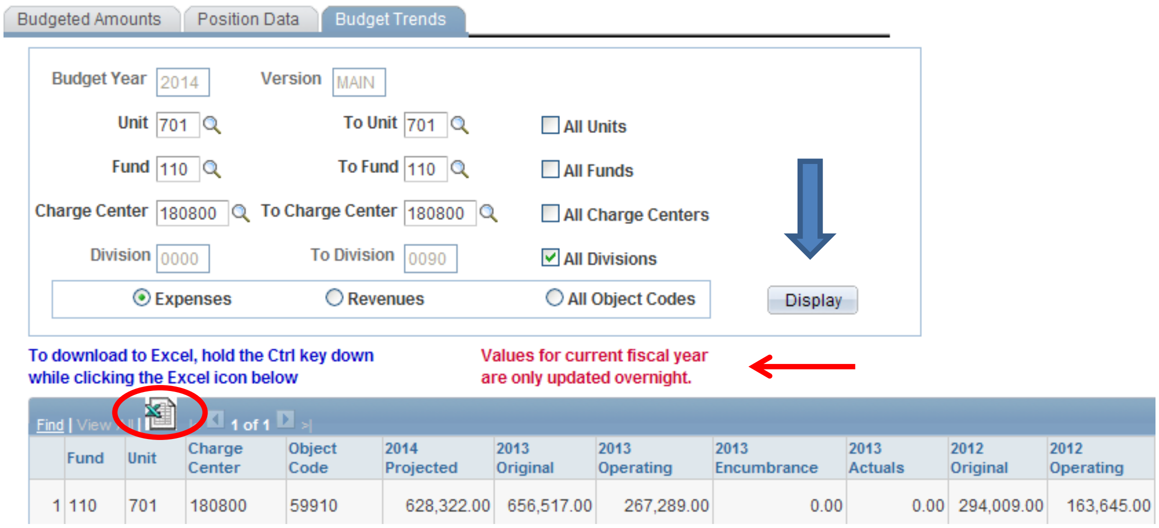
The Fields that are located on the **Budget Trends** tab include

- Fund; [Suggest only Fund 1 and/or Fund 2]
- Unit;
- Charge Center;
- Object Code;
- Current Projected Budget (e.g. 2014)
- Current fiscal year: Original budget, Operating budget, Encumbrance and Actuals (e.g.2013) *Note
- Fiscal Year minus 1: Original budget, Operating budget and Actuals (e.g. 2012)
- Fiscal Year minus 2: Original, Operating budget and Actuals (e.g. 2011)
- Fiscal Year minus 3: Actuals only
- Fiscal Year minus 4 Actuals only
- Function
- Unit Description
- Object Code Description
- Charge Center Description
- Division
- Home Unit

  * Note: The current fiscal year Operating, Encumbrance and Actuals dashboard data is only updated overnight, so this is not meant to take the place of Web Financials for up to the minute data. The data between the two systems will coincide with Web Financials after updating.

  Since Web Financials and the Dashboard get their data from the same place, this means that if there is an inaccurate number reported in Web Financials, the dashboard reports the same error.

After you have made your selections press the Display button to get your Trends Data.



When you are ready to download the information to an Excel spreadsheet, hold down the Ctrl key and press the Excel Icon-- above the Unit field.

After the budget lines are loaded into Excel, you can do whatever Excel functions you wish to do for printing or analysis (e.g. create pivot tables, filter specific fields, hide columns or rows, etc.)

If you toggle between the three tabs, the data lines will clear; therefore, you need to press the Display button again (even if you don't change the parameters).

As noted on the previous page next to FUND, it is suggested that you only use Budget Trends for Fund 110 or Fund 2 (210, 230, 250, 270, 280). Since BDS and CFS account codes are NOT synchronized for Fund 3 or Fund 7, Dashboard cannot reliably compare values from the two systems for funds other than Fund 1 and Fund 2.

MARICOPA
COMMUNITY
COLLEGES

Budget
Development
System

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